WORDFAST ANYWHERE®
USER MANUAL

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Manual translated / revised by Thomas Beavitt.

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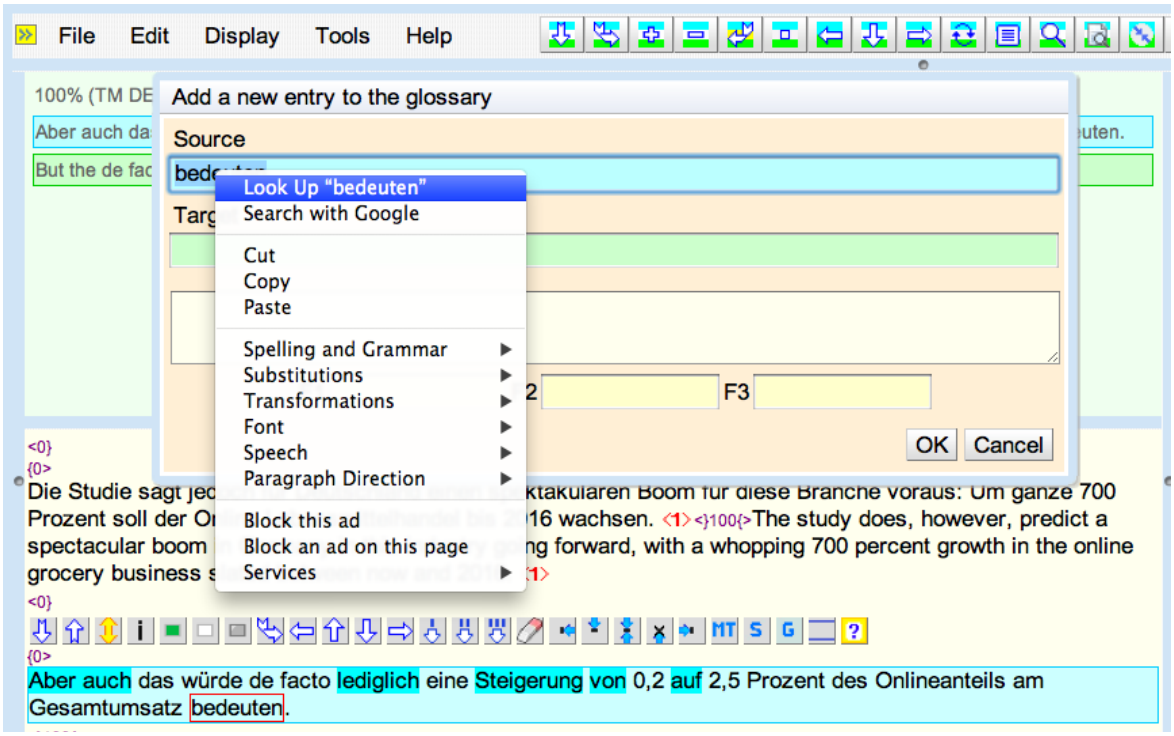
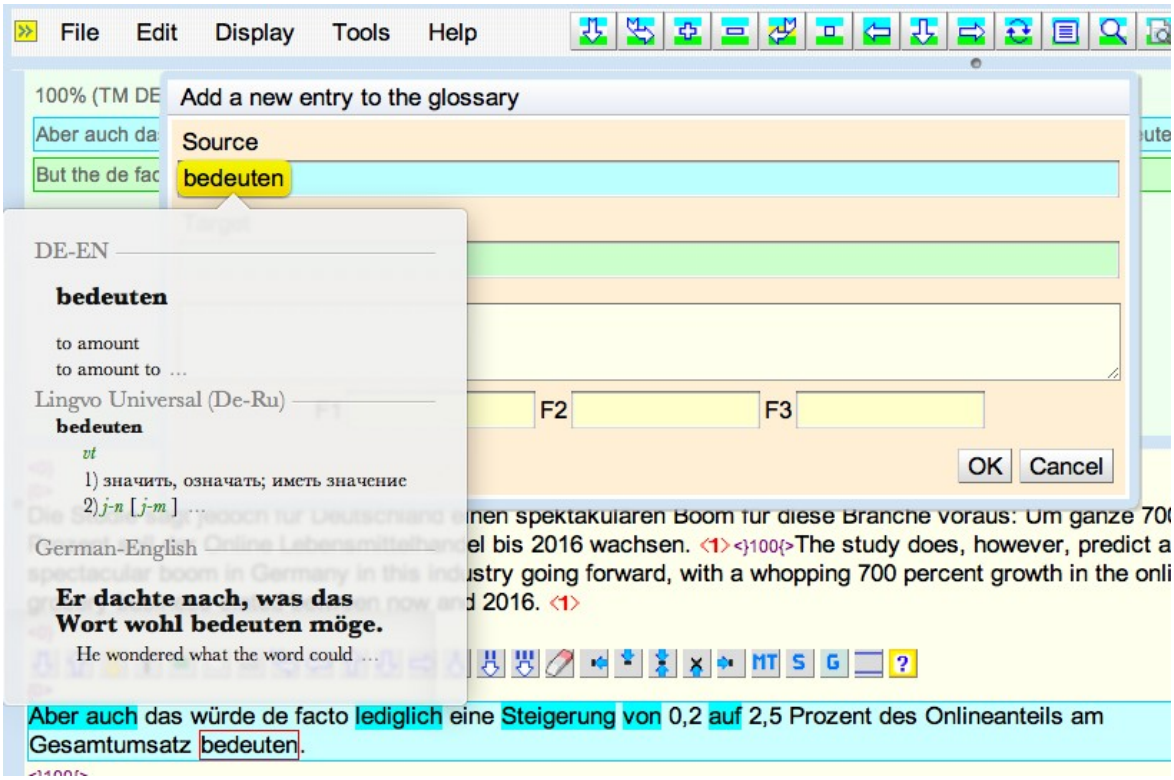
Introduction

Wordfast Anywhere (WFA) is the online version of the popular Wordfast computer assisted translation (CAT) program that provides much of the functionality of the Classic and Pro desktop versions. Instead of being installed as a program on the user's computer, WFA is made accessible from Wordfast's servers via a web browser, regardless of the operating system used (Windows, Mac, Linux, etc.). Every effort has been made to ensure that the user interface is as close as possible to the other Wordfast flavours: toolbars, icons, shortcuts and working methods. A Wordfast Classic or Pro user should be able to use WFA with almost zero assimilation time.

It is worth remarking that WFA is almost certainly the CAT program that integrates best with the popular Mac operating system. Unlike Java-based, cross-platform programs – including Wordfast Pro – that will run on the Mac but don't integrate with system-wide tools such as the built in Dictionary, WFA will run in Mac-native browsers such as Safari, thus giving you access to the entire range of language and text handling tools that are built into the Mac OS environment.





With WFA you can translate a wide range of both editable (TXT, DOC, DOCX, RTF, XLS, PPT, ODT, HTML, TXML, MIF, INX, etc.) and non-editable (PDF, TIFF) documents. You can store up ten current documents in your workspace, deleting your finished translations to free up space and permit new documents to be uploaded.

You can also import the TMs (translation memories) of all the language pairs you work in. Your memories will progressively expand as and when you translate. They are stored securely and will not be shared or revealed without your authorisation. If you need a local copy, you can download your TM to your computer at any time.

As is the case with other Wordfast flavours, you can add terms to your glossary as you translate. You can also upload existing glossaries to your workspace, for all language pairs. Here again, your glossaries are secure and will not be shared or revealed unless you specifically invite a colleague. You can also download your glossary if you need a local copy.

The following instructions have been written for complete beginners. Having understood the above comments, a Wordfast Classic or Pro user should have no difficulty in using WFA intuitively.

Logging in to a WFA account

To use WFA you first have to log in to an account. The Wordfast Anywhere site is accessible via your browser from the following URL http://ww.freetm.com. To benefit from a completely secure SSL (https) connection, use the URL https://ww.freetm.com. The WFA site will appear with the following screen in front:

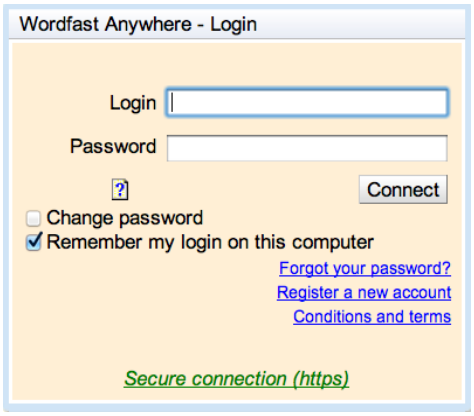


Fig. 1 - Login

If you have already setup your free account, simply enter the **Login** (email address) and **Password** (your password) information and click on Connect. If you ever forget your password, click on the **Forgot your password?** link to receive it by e-mail. You also have the opportunity to read the terms and conditions by clicking the **Conditions and Terms** link.

If you do not already have an account: click on the **Register a new account** link. You will see the following:

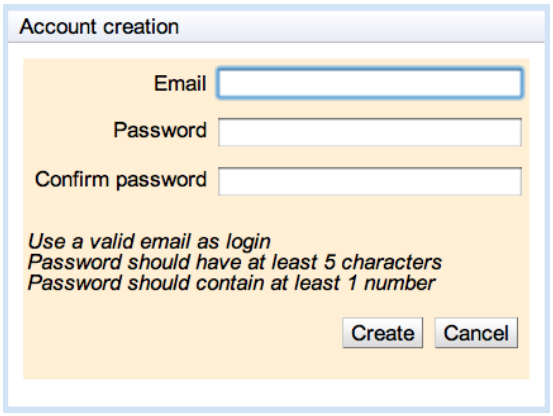
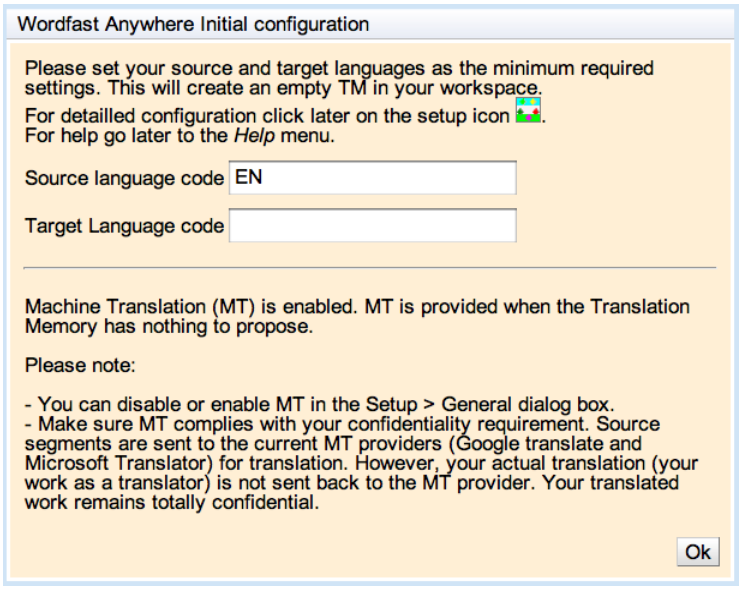


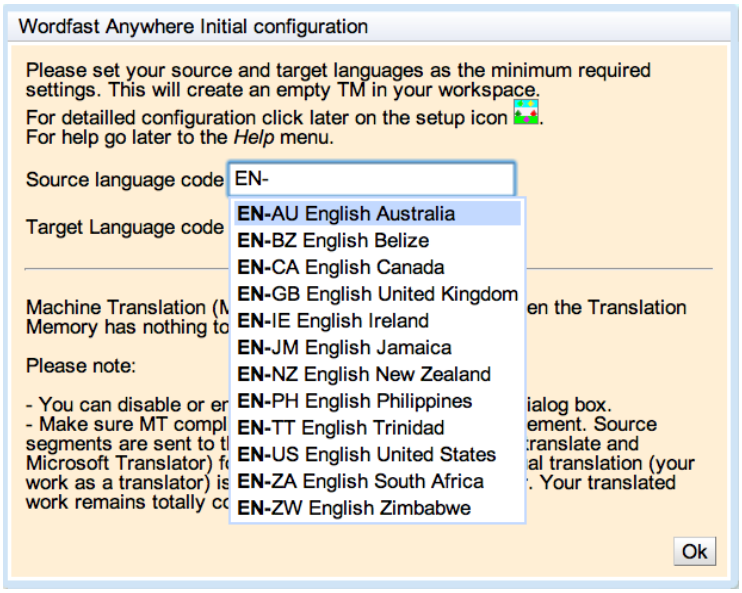
Fig. 2 – Login (Account creation)

Enter your email address in the **Email** field (this address should be valid since it is by means of this that you will receive communications from us, including your password if you forget it). Now enter the password of your choice, which must have at least 5 characters and include a numeral, in the **Password** field. Repeat the password in the **Confirm password** field. Finally, click **Create** to create your account or **Cancel** to cancel your registration.

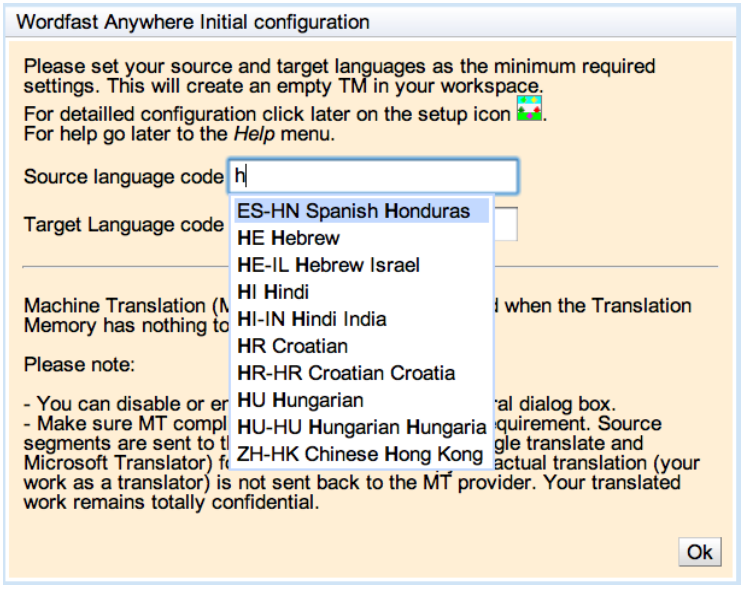
Next you will need to set up your account. This configuration is minimal, allowing you to start translating immediately. You can always refine your configuration later.


Wordfast Anywhere Initial configuration
Please set your source and target languages as the minimum required settings. This will create an empty TM in your workspace.
For detailled configuration click later on the setup icon .
For help go later to the Help menu.
Source language code EN
Target Language code
Machine Translation (MT) is enabled. MT is provided when the Translation Memory has nothing to propose.
Please note:
- You can disable or enable MT in the Setup > General dialog box.
- Make sure MT complies with your confidentiality requirement. Source segments are sent to the current MT providers (Google translate and Microsoft Translator) for translation. However, your actual translation (your work as a translator) is not sent back to the MT provider. Your translated work remains totally confidential.
Ok

You must specify the language pair (source and target) of your translation. Since English is the most used language in the world, its code (EN) is the default value. Enter a dash to the right of EN in the **Source code language** field to obtain a list of English versions available:


Wordfast Anywhere Initial configuration
Please set your source and target languages as the minimum required settings. This will create an empty TM in your workspace.
For detailled configuration click later on the setup icon .
For help go later to the Help menu.
Source language code EN-
Target Language code
EN-AU English Australia
EN-BZ English Belize
EN-CA English Canada
EN-GB English United Kingdom
EN-IE English Ireland
EN-JM English Jamaica
EN-NZ English New Zealand
EN-PH English Philippines
EN-TT English Trinidad
EN-US English United States
EN-ZA English South Africa
EN-ZW English Zimbabwe
Ok

If the source language of your document for translation is not English, enter its code. The first letter will display the available languages and variants, for example:


Wordfast Anywhere Initial configuration
Please set your source and target languages as the minimum required settings. This will create an empty TM in your workspace.
For detailled configuration click later on the setup icon .
For help go later to the Help menu.
Source language code h
Target Language code
ES-HN Spanish Honduras
HE Hebrew
HE-IL Hebrew Israel
HI Hindi
HI-IN Hindi India
HR Croatian
HR-HR Croatian Croatia
HU Hungarian
HU-HU Hungarian Hungaria
ZH-HK Chinese Hong Kong
Machine Translation (M
when the Translation Memory has nothing to
Please note:
- You can disable or er
al dialog box.
- Make sure MT compl
quirement. Source segments are sent to t
gle translate and Microsoft Translator) f
actual translation (your work as a translator) is not sent back to the MT provider. Your translated work remains totally confidential.
Ok

Choose your source language and variant (if any). Then repeat for the target language. Finally, click **OK**.

Note: machine translation (MT) is activated by default and will be used if your translation memory has no translation to offer. To disable the MT, or for more details on how it works, please see **Machine translation**.

Warning: Your connection will be suspended after a certain period of inactivity. If this happens, simply re-enter your password.

The workspace

Once you are connected to WFA, the workspace appears. This should look similar to the following screenshot (depending on the browser, operating system or device used to access WFA):

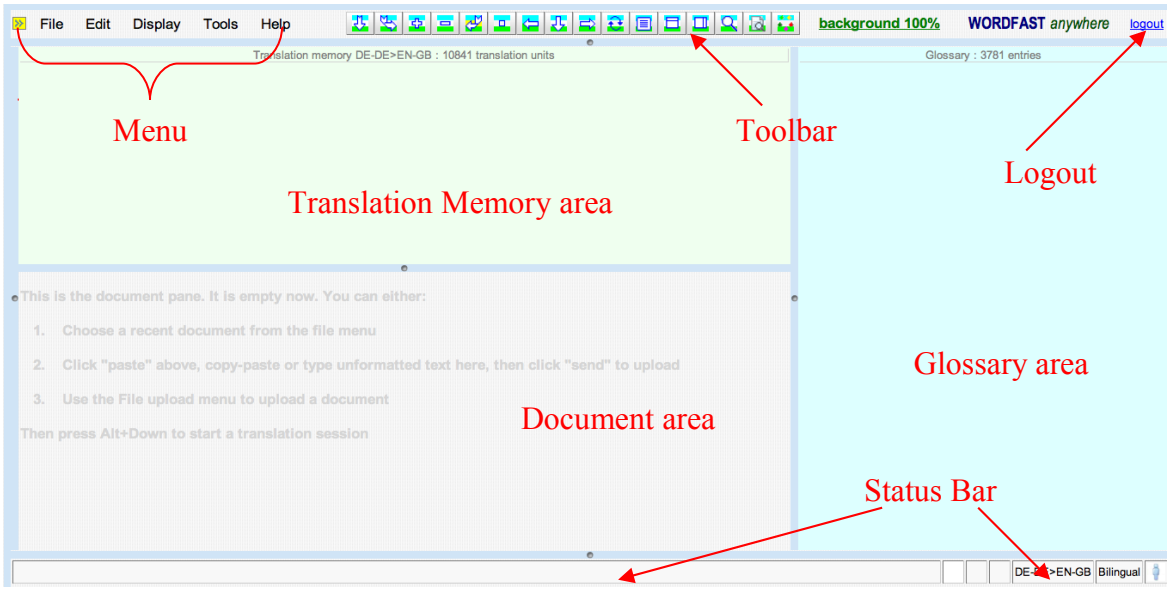


Fig. 3 – The workspace

The workspace can be modified at any point according to your requirements.

Preparation of the translation environment

Before beginning the translation of a document using a CAT tool, you must first have an active Translation Memory (note: an initial TM was automatically set up when you created your account; if you wish to start using it right away, please go to the next step, **Selecting an existing TM**). The TM consists of a database, which will record each source language segment (i.e. sentence, phrase) that you translate, together with the corresponding target language segment. As it grows, this increasingly allows you to obtain translations of phrases made previously that are the same or similar to the one you are currently translating.

Creating a translation memory

To create a translation memory, click on the **File** menu:

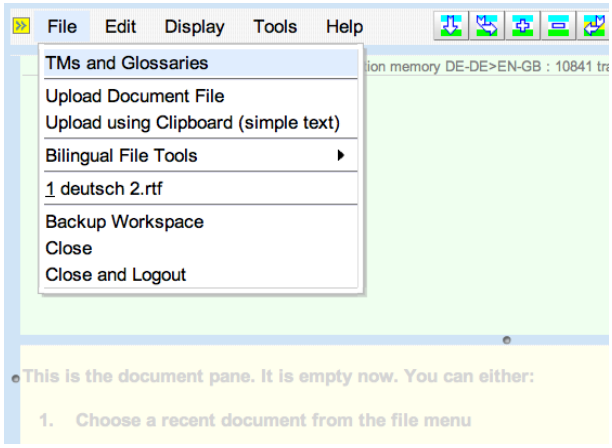


Fig. 4 – File Menu

And then on **TMs and Glossaries**:

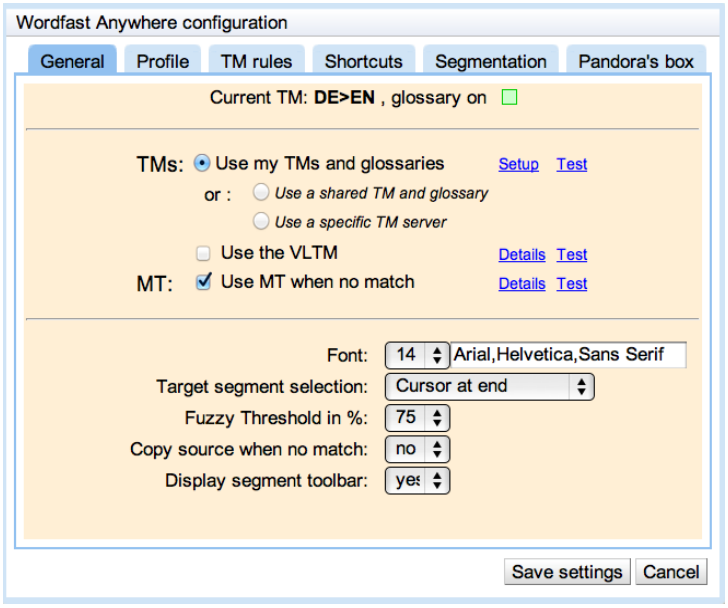


Fig. 5 - WFA Setup

Click on the **Setup** link:

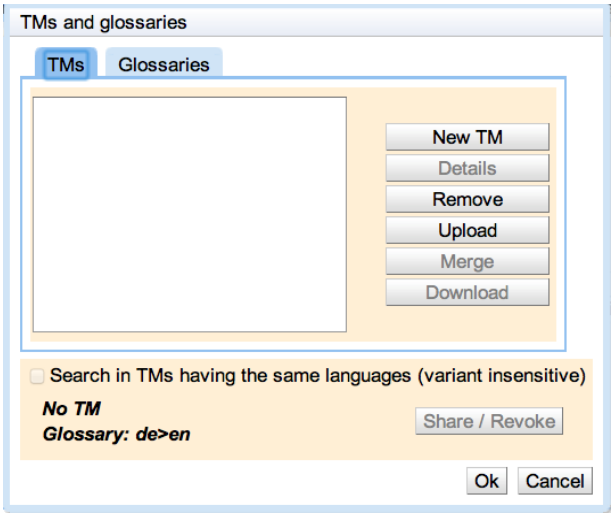


Fig. 6 - Configuration of TM and glossaries

Click on the **New TM** button:

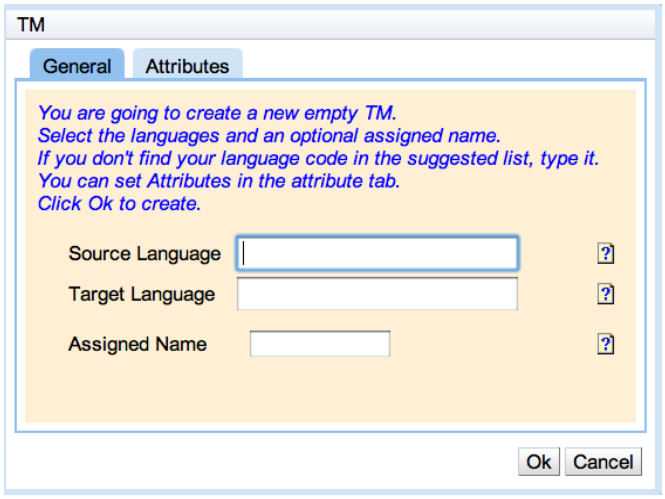

TM
General
Attributes
You are going to create a new empty TM.
Select the languages and an optional assigned name.
If you don't find your language code in the suggested list, type it.
You can set Attributes in the attribute tab.
Click Ok to create.
Source Language
Target Language
Assigned Name
Ok
Cancel

Fig. 7 – Defining the languages of the TM

There must be at least one TM for each language pair you translate. For the purposes of our discussions below, we will use the French-English language pair. In the **Source Language** field, enter FR. WFA will then propose several different French variants. In our example we will use the France variant, or FR-FR. Now we will do the same for the target language: type EN in the **Target Language** field. From the several variants proposed by WFA, select EN-GB.

It is recommended that you have only one TM for each language pair. This way, you will benefit from everything you have already translated in each pair. However, there may be reasons for you to maintain different TMs in the same language pair. In this case, enter an ID using up to 10 characters in the **Assigned Name** field. Then click **OK**. Returning to the previous window, click on the **Save settings** button. Your TM has now been created.

Choosing an existing TM

If you have already created a TM you can now start your translation. The last TM that you

used remains at your disposal until you change it. However, if you have multiple TMs, whether because you are translating more than one language pair or because you decided to create more than one TM per language pair, it will be necessary to select the TM to use for your translation, if different from the one used last time. To do this, click the **File menu,**

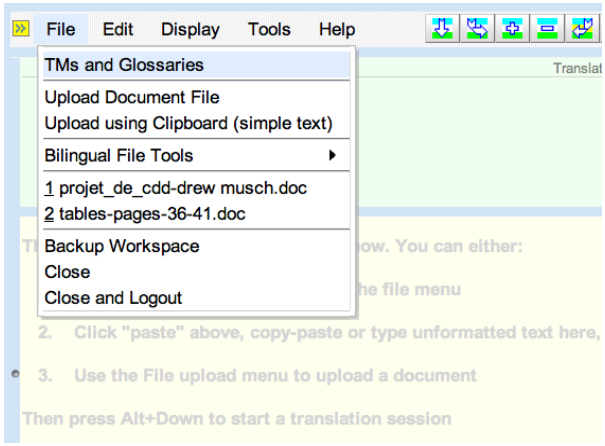


Fig. 8 – File Menu

then on **TMs and Glossaries**:

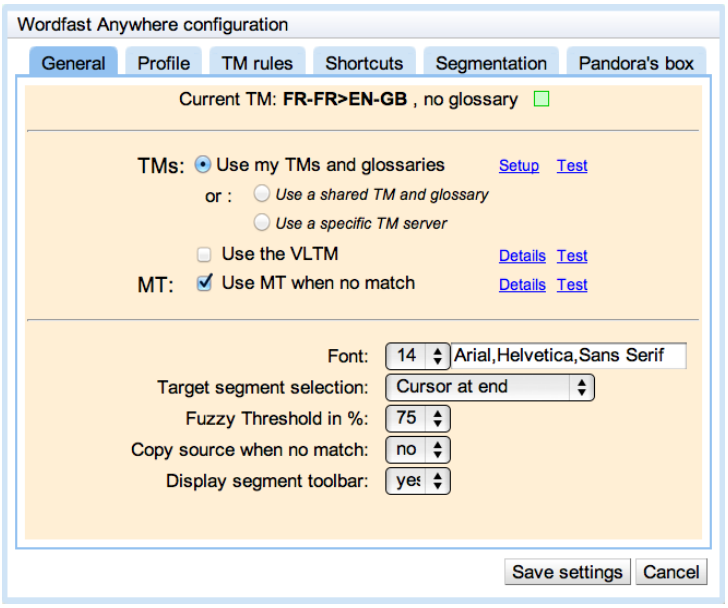


Fig. 9 – Configuring the TM

Click on the **Setup link:**

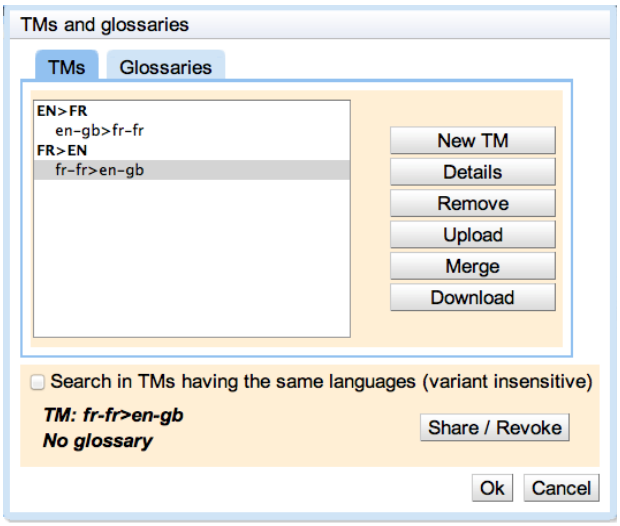


Fig. 10 - Existing TMs

In this example, the choice is between an EN>FR or FR>EN TM. Choose the one you need and click on **OK**. Returning to the previous window, click on the **Save settings** button.

Uploading of a Wordfast Classic or Pro TM

If you already have a TM that you use with Wordfast Classic or Pro, you can upload it to WFA. You can either upload it directly or add it to your existing TM.

To directly upload a Wordfast Classic or Pro TM to WFA, you must click on the **Upload** button.

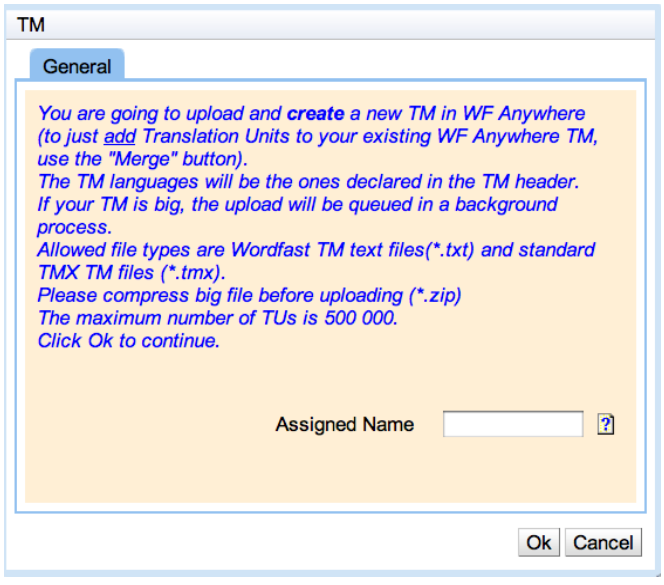

TM
General
You are going to upload and create a new TM in WF Anywhere
(to just add Translation Units to your existing WF Anywhere TM,
use the "Merge" button).
The TM languages will be the ones declared in the TM header.
If your TM is big, the upload will be queued in a background
process.
Allowed file types are Wordfast TM text files(*.txt) and standard
TMX TM files (*.tmx).
Please compress big file before uploading (*.zip)
The maximum number of TUs is 500 000.
Click Ok to continue.
Assigned Name
Ok
Cancel

Fig. 11 – Uploading a TM

The codes for source and target languages are written in the header of the TM file. If you already have a TM in the same pair, make sure that you enter an identifier of up to 10 characters in the **Assigned Name** field. Finally, click on the **OK** button. Returning to the previous window, click on the **Save settings** button.

To import a TM from Wordfast Classic or Pro into an existing WFA TM, click on the **Merge** button. The memory to import will already have predefined source and target languages codes in the header of the TM. There may therefore be a conflict of languages between it and the existing memory. If the languages are different, the merge operation will be rejected. By default, the merge process will not take language variants into account. If you want to make sure exactly the same variants are merged, tick the **Check variant** option**.**

You also have the option, in case there are identical source segments, to add always the TM segments (**Add always**), or to not add duplicated segments from the TM (**Do not add duplicate**). Finally, click on the **OK** button. Returning to the previous window, click on the **Save settings** button.

This procedure is exactly the same if you have a TM from another CAT tool. However, check first that this TM has been exported in the TMX format, the standard file format with extension .tmx supported by all major CAT tool developers.

Depending on its size, uploading a TM may take some time. In this case, it can be run in the background, allowing you to perform other tasks while you are waiting.

Starting translation

Uploading a document to be translated

To translate your document, you must first upload it to WFA. To do this, click on the **File** menu:
Click on the **Upload Document File** menu option.

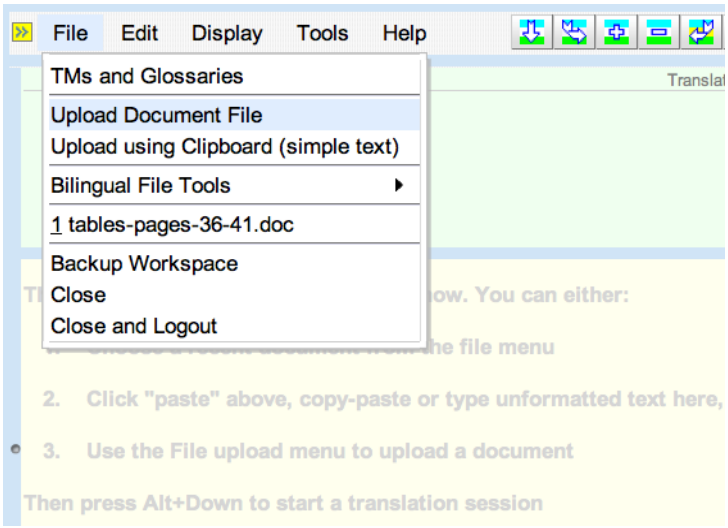
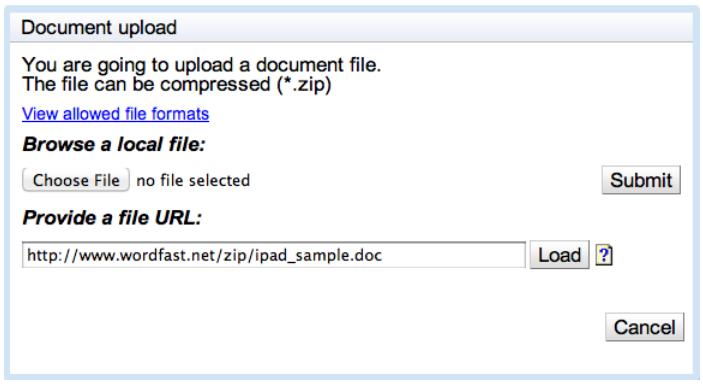


Fig. 12 – Upload Menu item

The following window will be displayed:



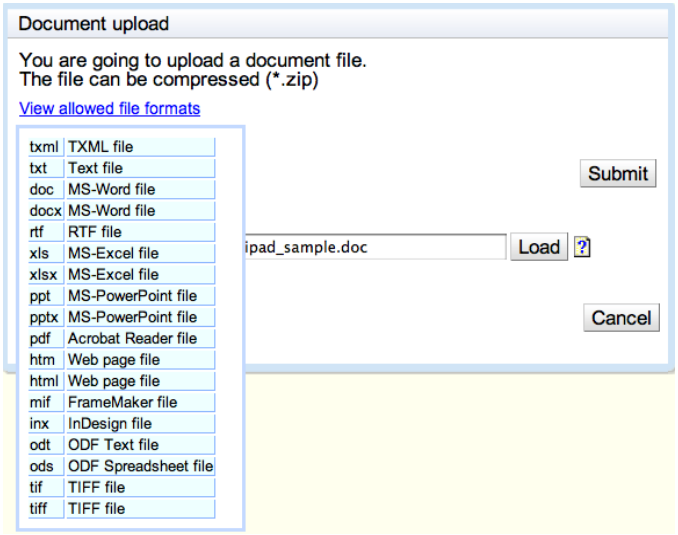


Fig. 13 – Uploadable file definitions

Click on the **Choose File** button to navigate through the directories on your computer and locate the document to be uploaded. The list of available formats can be displayed by clicking on the **View allowed file formats** link. Once your document has been located and is displayed in the **Browse a local file** field, click the **Submit** button. The document will be uploaded to WFA. Warning: depending on the size of the file, this may take some time. Please be patient.

You can also upload a file that is located on an Internet server. This feature is useful for tablet computers and other mobile devices that do not possess a hard drive. In this case, enter the address (URL) into the **Provide a file URL** field.

Once uploaded to WFA, the document is displayed in the document area.

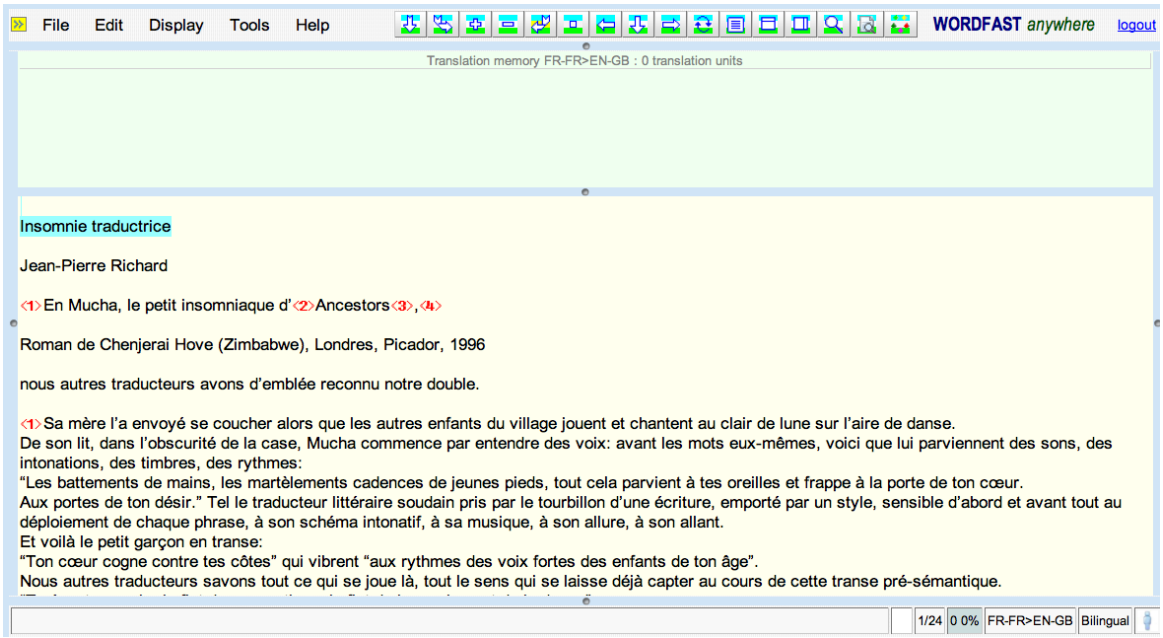

File Edit Display Tools Help
WORDFAST anywhere logout
Translation memory FR-FR>EN-GB : 0 translation units
Insomnie traductrice
Jean-Pierre Richard
‹1›En Mucha, le petit insomniaque d'‹2›Ancestors‹3›,‹4›
Roman de Chenjerai Hove (Zimbabwe), Londres, Picador, 1996
nous autres traducteurs avons d'emblée reconnu notre double.
‹1›Sa mère l'a envoyé se coucher alors que les autres enfants du village jouent et chantent au clair de lune sur l'aire de danse.
De son lit, dans l'obscurité de la case, Mucha commence par entendre des voix: avant les mots eux-mêmes, voici que lui parviennent des sons, des intonations, des timbres, des rythmes:
"Les battements de mains, les martèlements cadences de jeunes pieds, tout cela parvient à tes oreilles et frappe à la porte de ton cœur.
Aux portes de ton désir." Tel le traducteur littéraire soudain pris par le tourbillon d'une écriture, emporté par un style, sensible d'abord et avant tout au déploiement de chaque phrase, à son schéma intonatif, à sa musique, à son allure, à son allant.
Et voilà le petit garçon en transe:
"Ton cœur cogne contre tes côtes" qui vibrent "aux rythmes des voix fortes des enfants de ton âge".
Nous autres traducteurs savons tout ce qui se joue là, tout le sens qui se laisse déjà capter au cours de cette transe pré-sémantique.
1/24 0 0% FR-FR>EN-GB Bilingual

Fig. 14 – Document open in the WFA workspace

Before starting to translate, it is important to understand the concept of segmentation.

Segmentation

In order to be translated with a CAT tool, a document is divided into *translation units (TUs)*, also known as *segments*. This process is called segmentation. A segment is a text string that ends with a terminator segment, usually the period (.), colon (:), question mark (?), or exclamation mark (!) and also a paragraph or end of cell mark, a page break or a tab. This can be modified, as you will see later. The advantage of segmentation is that the translation units are presented to you one by one, without any danger of missing one. These segments form the basis for the TUs that are saved in the TM, consisting of the source segment (to translate) and the target segment (translated).

When you open a document on WFA, the first segment is coloured light blue, as in the picture above.

Translating

To start the translation, you must first open the initial segment. To do this, click the first icon on the left side of the toolbar or use the **Alt + Down** shortcut[1]. When you do this, the document area is transformed: a new toolbar is shown, the first segment is displayed in light blue block, a grey block is placed just below it and the rest of your document is shown on the rest of the page. The cursor is located in the grey block.

Translate the segment in the grey block

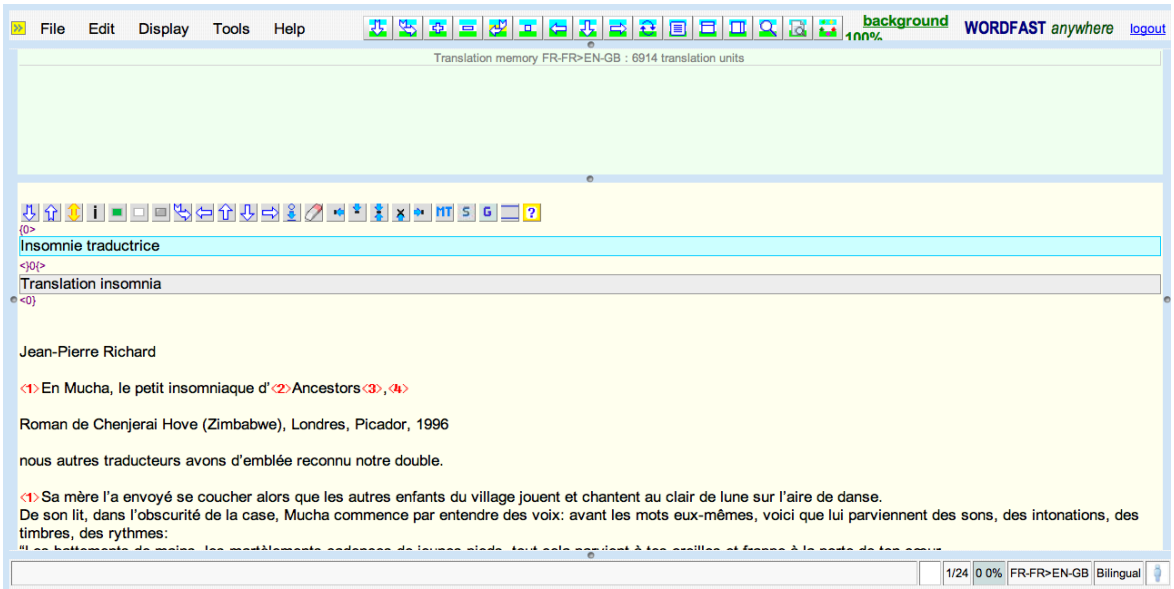

File
Edit
Display
Tools
Help
background
WORDFAST anywhere
logout
Translation memory FR-FR>EN-GB : 6914 translation units
Insomnie traductrice
Translation insomnia
Jean-Pierre Richard
En Mucha, le petit insomniaque d'Ancestors,
Roman de Chenjerai Hove (Zimbabwe), Londres, Picador, 1996
nous autres traducteurs avons d'emblée reconnu notre double.
Sa mère l'a envoyé se coucher alors que les autres enfants du village jouent et chantent au clair de lune sur l'aire de danse.
De son lit, dans l'obscurité de la case, Mucha commence par entendre des voix: avant les mots eux-mêmes, voici que lui parviennent des sons, des intonations, des timbres, des rythmes:
1/24
0.0%
FR-FR>EN-GB
Bilingual

Fig. 15 – Translated segment

After translating this segment, you can continue with your translation. To move to the next segment, click on the icon on the segment toolbar[2], or use the **Alt+Down** shortcut.

[1] Details of keyboard shortcuts used by WFA and how to change them are given in the Features and Shortcuts section on page 52

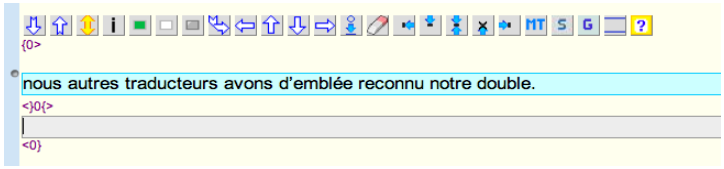
[2] Since there are two toolbars, we will speak more often of the WFA-specific toolbar, which appears in the

Remember this shortcut, as you will use it for each segment you translate.

Note: WFA does not have its own spell checking functionality. However most browser / OS combinations, including Firefox, Safari and Chrome, have their own spell checker – in some cases it may be necessary for you to activate it.

When a segment to be translated has no counterpart in the TM, the lower block has a grey background. If WFA finds a segment in the TM that exactly matches the segment to be translated, it places the translated segment in the lower block against a green background. If WFA finds a segment in the TM that only corresponds approximately to the segment to be translated – by default, those with a correspondence of 75% or more – it displays the translation in the lower block against a yellow background.

Note that above the upper block, between the two blocks and after the lower block, there are purple tags. The tag between the two blocs has the format **<}0{>**. This zero means that WFA has not found any segment in the TM that corresponds to at least 75% of the segment to be translated.



When the lower block has a green background, the tag has the format **<}100{>**, which means that the match is 100%. When the lower block has a yellow background, the number in the tag can be anywhere between 75 and 99, which is the percentage of correspondence between the TM and the segment to be translated.

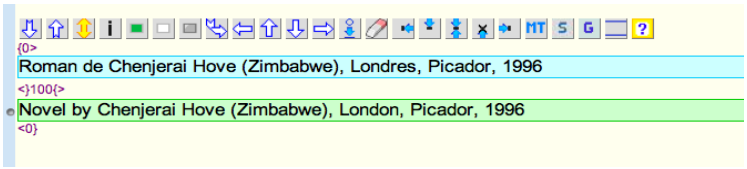


Fig. 16 – Segment retrieved from the TM at 100% match

Before translating this new segment, pay attention to the tag **<1>**, which appears here at the end. WFA is not a word processor and thus does not concern itself with a specific representation of the document's formatting. You'll see no changes in size or typeface, no bold or italic characters. Instead, this information is encoded and represented by what we call "tags", e.g. **<1>**. By slowly passing your mouse over this tag you will see what it represents. This tag is not to be translated, but it should be copied to the appropriate position in the target segment. To copy it, click on it or use the or icons (shortcut **Ctrl+Alt+Right** and **Ctrl+Alt+Left)** to navigate the source segment to the desired tag. A red frame indicates the selected item. Then position the cursor in the target segment and click on the icon (**Ctrl+Alt+Down**). Alternative, drag the tag with the mouse from the source segment to the

---

document area. The top bar is the same as that used in Wordfast Classic, allowing users to translate without becoming disoriented. However, the new bar is more specific to editing a segment, which is why it is referred to as the "segment toolbar."

appropriate position in the target segment. Now translate the segment as before.

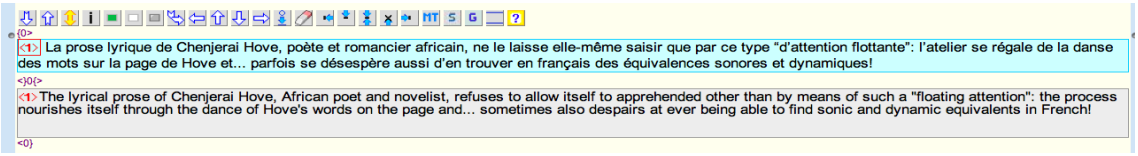

La prose lyrique de Chenjerai Hove, poète et romancier africain, ne le laisse elle-même saisir que par ce type "d'attention flottante": l'atelier se régale de la danse des mots sur la page de Hove et... parfois se désespère aussi d'en trouver en français des équivalences sonores et dynamiques!
The lyrical prose of Chenjerai Hove, African poet and novelist, refuses to allow itself to apprehended other than by means of such a "floating attention": the process nourishes itself through the dance of Hove's words on the page and... sometimes also despairs at ever being able to find sonic and dynamic equivalents in French!

Fig. 17 - Tag

Now that you get the idea, you can continue to translate. Remember: to move from one segment to the next, use **Alt+Down**. To return to the previous segment (to correct something that you subsequently realised was mistaken), use **Alt+Up**.

Main commands

Provisional segment.

You may be unsure whether your translation of a segment is correct. To avoid having to interrupt your translation process, you can mark the segment as provisional. It will be identified by a yellow square at the beginning of the line. To mark a segment as provisional, use the F10 key or button.
When you have resolved any doubts, simply return to the marked segment and make your corrections. **Use Alt+Down** ( ) or **Alt-Up** ( ) to validate the segment and erase the yellow square.

Note.

You can also write a note to be attached to the segment for the duration of the translation (in a similar manner to a Post-It™). You can use this to remind yourself of something important about this segment or to pass information on to people who will have access to your translation, such as reviewers. To write a note, click the icon. The following text box will be displayed:

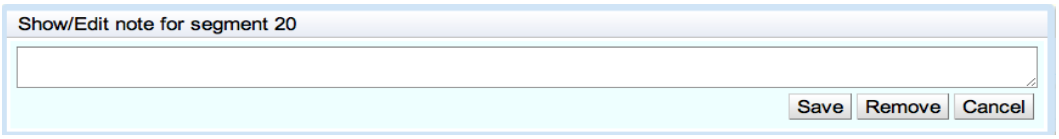


Fig. 18 - Note

Write your note in the text box and click **Save**. You can cancel the operation by clicking **Cancel**. In the case of an existing note, you can edit and validate it by clicking **Save**, or delete it by clicking **Remove**.

A green square will be placed at the beginning of the segment to indicate that a note is attached. By passing the mouse pointer over this square, you will see a rectangle containing the text of the note.

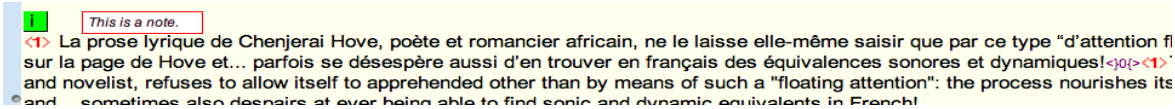

This is a note.
<1> La prose lyrique de Chenjerai Hove, poète et romancier africain, ne le laisse elle-même saisir que par ce type "d'attention fl
sur la page de Hove et... parfois se désespère aussi d'en trouver en français des équivalences sonores et dynamiques!<}0{><1>
and novelist, refuses to allow itself to apprehended other than by means of such a "floating attention": the process nourishes its

Fig. 19 – Note

Copying the original segment.

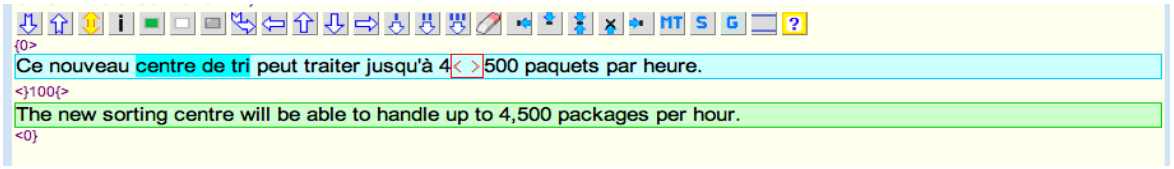
Sometimes a segment contains very little to translate: for example, when it consists almost entirely of proper names or is made up of a website address. In this case, it may be preferable to copy the entire source segment to the target segment and make any adjustments there. To do this, click on the icon or use the shortcut **Alt-Ins**.

Erasing the target segment

Sometimes it is necessary to erase what you have just written in the target segment. The easiest way to delete the target segment is to click the icon or use the shortcut **Ctrl+Alt+X**. Clicking on this icon a second time will retrieve the deleted segment.

Insertion of a special character like the non-breaking space

When you write in French, some characters must be accompanied by a non-breaking space: e.g. before the colon, semicolon, exclamation mark, question mark, exclamation mark, before and after quotes, thousands separators, and so on. In WFA, a non-breaking space is represented by the symbol . However, such spaces cannot be automatically handled in an Internet browser as they are when using a text editor such as Word. Therefore it will be necessary to add them manually. By default, a non-breaking space is inserted at the cursor location by clicking on the icon. Two other special characters can be inserted like the curly quotes. You can configure these 3 special characters in WFA setup (see Pandora's box).


{0>
Ce nouveau centre de tri peut traiter jusqu'à 4< >500 paquets par heure.
<}100{>
The new sorting centre will be able to handle up to 4,500 packages per hour.
<0}

Expanding a segment

As we have seen, WFA considers that the segment is terminated when it encounters a segment termination marker. However, in some cases this segmentation is in error. For example, when WFA's segmentation engine meets the following sentence:

On pense aux conseils de Prof. Jacques Lacan:.

it can interpret the segment as ending with Prof. because a full stop is used as an end of segment marker. In this case we can command WFA to expand the segment, that is to say, to append the subsequent segment to it.

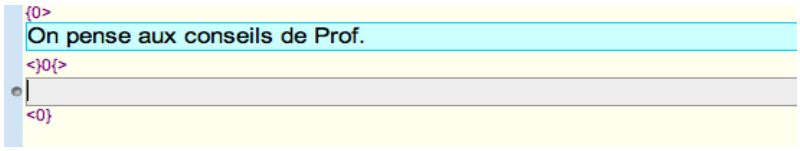


Fig. 20 – Segmentation error

This is done with the **Alt+Pg dn** shortcut or the icon on the Wordfast toolbar.

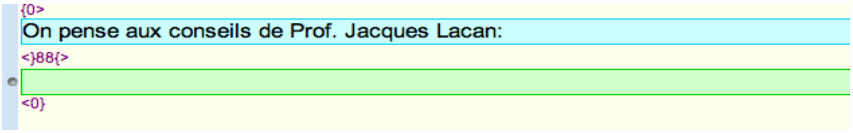
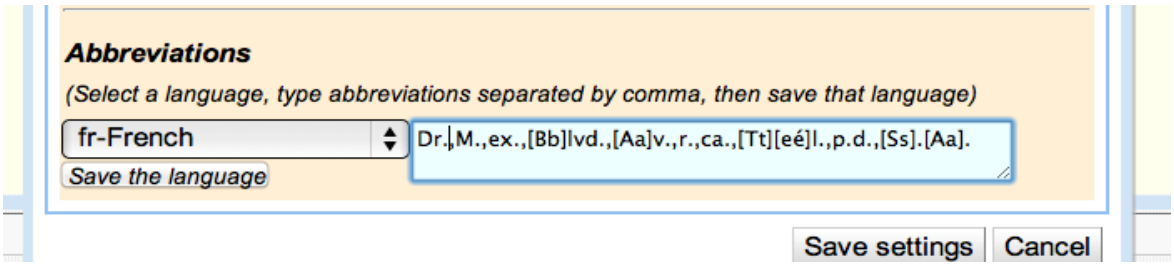


Fig. 21 – Segmentation error corrected

It is important to expand segments when the segmentation has not been performed correctly because this will increase the chances of it corresponding with a translation memory segment. For example, the segment *On pense aux conseils de Prof.* will have little chance of having a similarity of over 75% with another. By contrast, if the sentence *On pense aux conseils de Prof. Jacques Lacan:* is in the TM, when WFA encounters the source sentence *On pense aux conseils de Professeur Jacques Lacan*, it will offer the existing translation, as it has 90% similarity (it is only the word *Professor* that is not the same).

A segment cannot be expanded if it is terminated by an end of paragraph or end of cell marker, a page break or a tab.

You should not have to expand all segments containing abbreviations that end with a full stop. A comma-separated, modifiable list of common language-specific abbreviations is included in WFA . This can be accessed and modified via the segmentation tab in the configuration dialog box [case-sensitive, optional letters are enclosed in square brackets].



Shrinking a segment

If, on the other hand, two segments are erroneously displayed together due to an absence of an end of segment marker, you can also shrink the segment with the shortcut **Alt-Pg up** or the icon in the Wordfast toolbar.

Ending the translation.

If for any reason you want to stop translating, you have three choices: to close the translation and validate the current segment in the TM (or **Alt+End**), to close it without validating it (or **Shift+Alt +End**), or to clear the content of the target segment, together with any attached note, by clicking on the icon.

Revision of the translation

Once translated, the text should be revised. You can either download the translated document immediately to view it in your favourite word processor or revise it in WFA. However, WFA's bilingual document display format may not always be optimal for revising purposes. To toggle the display between the bilingual document, the original document and the translated document, use the shortcut **Ctrl+,** (Ctrl+comma). A different display mode is presented with each iteration. To confirm what you see in front of you, check the indicator on the status bar: bilingual document (*Bilingual*), original document (*Source*) or translated document (*Target*):

Please note: this shortcut does not alter the document in any way. It only changes the way that it is displayed in a way that is more convenient for the task you are currently engaged in.

You can also view the document you are translating at any stage of completion in PDF format. To do this, click on the button.

Delivery of the translation

When the translation is finally complete, you must download the final document in order to be able to deliver it. To do this, click **File**, then **Download Document File**.

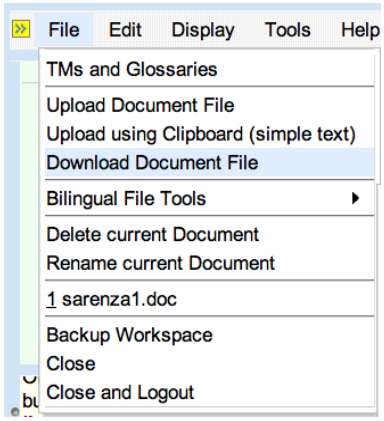
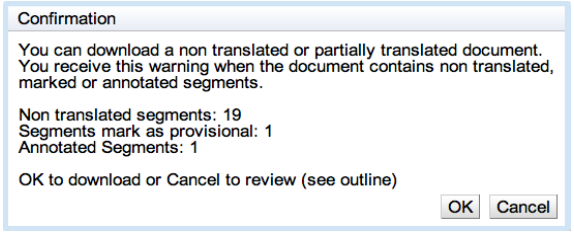


Fig. 22 - The Download Document File menu option

If it so happens that you have not yet fully translated the document, you will receive this message:


Confirmation
You can download a non translated or partially translated document.
You receive this warning when the document contains non translated, marked or annotated segments.
Non translated segments: 19
Segments mark as provisional: 1
Annotated Segments: 1
OK to download or Cancel to review (see outline)
OK
Cancel

This is purely an advisory message, warning you if you have forgotten to translate a segment or if there are provisional segments or notes. However it is quite possible that this is your

intention: sometimes there are segments that should not be translated.

You can find out at any time if you have completed the translation, or how many segments remain to be translated, by clicking on the icon (*outline*) in the upper left corner of the workspace. When the *outline* has been activated, its icon will be displayed pointing in the opposite direction: .

Each square represents a segment:

- A grey square indicates that the segment has not yet been translated
- A green square indicates that the segment has been translated
- A yellow square indicates a provisional segment
- An **i** in a square indicates that this segment has a note attached
- The pink background shows the segments currently loaded in the document area.

More information about the *outline* function can be found in the Outline section.

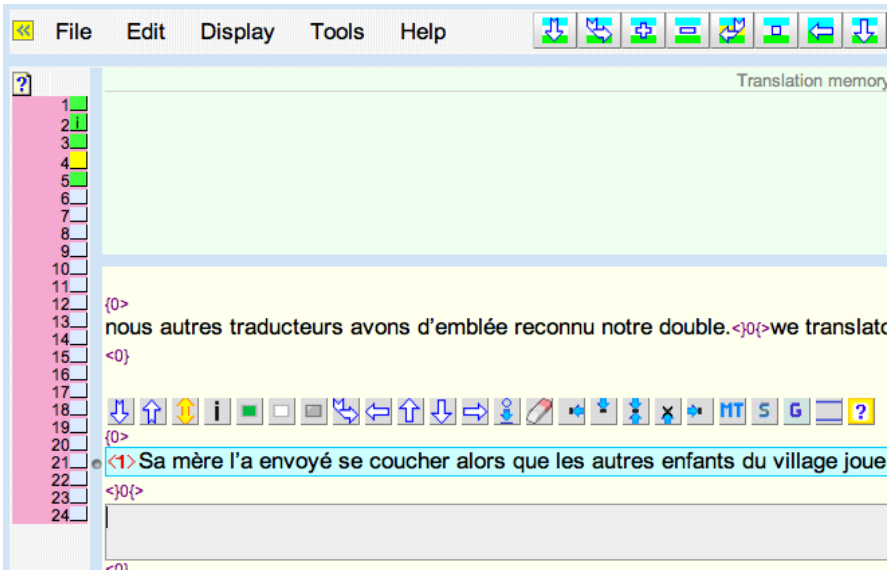
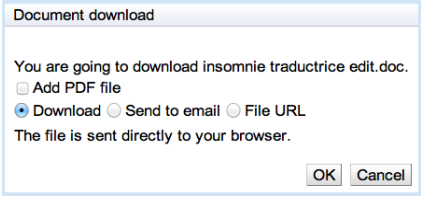


Fig. 23 - Outline

In this example, segments 1 to 5 have already been translated; the 2nd has a note, while the 4th has been marked as provisional.

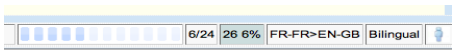
If you wish to return to your document to verify or update non-translated segments, click **Cancel**, otherwise click **OK**.

The following message will be displayed:



You can cancel the download by clicking **Cancel** or continue by clicking **OK**. At this point,

you also have the option to add a second document in PDF format to the downloading of the document in its original format. To add the PDF-formatted document, tick the **Add PDF file** box. This may take some time, so please wait. You can verify that this operation is taking place: a series of small blue rectangles will display the progress in the status bar:



If the size of your document is less than 1 megabyte, you will receive the document in its original format, otherwise it will be compressed to ZIP format (*.zip).

If you have requested the PDF file, both files – the original and the PDF – will be downloaded together and compressed together in ZIP format (*. zip).

After you click on the OK button, Wordfast Anywhere prepares the data transfer and then sends it to your browser. The browser will then inform you that it has received the data according to its specific mode of operation. In some cases, a dialog box will pop up allowing you specify where to save the file; however, this depends on the particular browser you use. If nothing happens, check your browser's downloads settings and / or repeat the process.

Placeables

A *placeable* is any term or expression contained in the source segment that is defined as such. WFA provides shortcuts for inserting them into the target segment, thus both saving time and reducing the potential for typing errors.

WFA predefines as placeables:

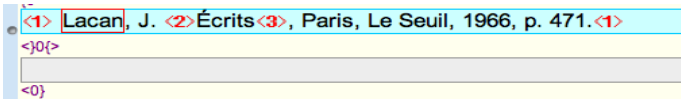
- Numbers
- Tags
- Words beginning with, or otherwise containing, capital (upper case) letters
- Words or phrases appearing in the source text that have matching items stored in the Glossary (see p. 26, Terminology management (Glossary))

We have already seen how to copy tags. Given that a tag is a placeable, the procedure is the same: to copy any placeable, simply select it with the or icons (shortcut **Ctrl+Alt+Right** and **Ctrl+Alt+Left)**.

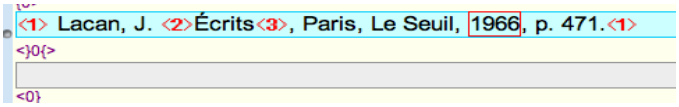
You also have the possibility of clicking on any term in the source text, thus placing it under focus and temporarily transforming it into a placeable. A red frame indicates the item selected.

Next, position the cursor in the target segment at the point where the placeable should be positioned or double-click (click and drag) to select the word (phrase) to be replaced and click on the icon (**Ctrl+Alt+Down**). The placeable is copied to the relevant position in the target segment.

In this sentence, the placeable elements, selected by **Ctrl+Alt+Right** or , are:



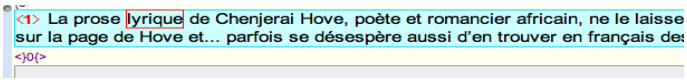
(starts with a capital letter)



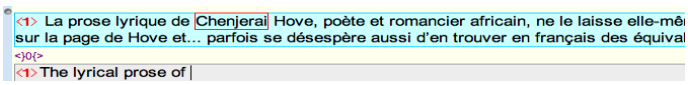
(number)

(tag)

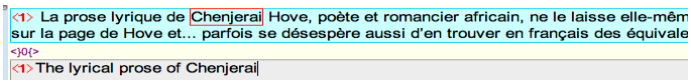
And, if necessary, any term may be designated as a placeable simply by clicking on it:


<1> La prose lyrique de Chenjerai Hove, poète et romancier africain, ne le laisse
sur la page de Hove et... parfois se désespère aussi d'en trouver en français des
<}0{>

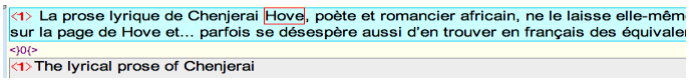
As you translate the text, you only want to place those elements that should not be translated:


<1> La prose lyrique de Chenjerai Hove, poète et romancier africain, ne le laisse elle-mê
sur la page de Hove et... parfois se désespère aussi d'en trouver en français des équival
<}0{>
<1>The lyrical prose of

At this point, you want to write ‘Chenjerai.’. However it may be faster and more efficient (as well as reducing the possibility of error) to select the item using **Ctrl+Alt+Right** or (or even by simply clicking on it) and place it into the segment target with **Ctrl+Alt+Down** or .


<1> La prose lyrique de Chenjerai Hove, poète et romancier africain, ne le laisse elle-mêm
sur la page de Hove et... parfois se désespère aussi d'en trouver en français des équivale
<}0{>
<1> The lyrical prose of Chenjerai

The following proper noun ‘Hove’ is also a placeable, so you can repeat the procedure. Simply use the **Tab** key on your keyboard to advance from one placeable to the next (or **Shift+Tab** to move in the opposite direction).


<1> La prose lyrique de Chenjerai Hove, poète et romancier africain, ne le laisse elle-mêm
sur la page de Hove et... parfois se désespère aussi d'en trouver en français des équivale
<}0{>
<1> The lyrical prose of Chenjerai

You can also use the **Ctrl+Alt+Up** shortcut or the icon to transform terms in the source segment into placeables.

For even greater efficiency, if you type a letter that begins a word or term in the source segment and then successively press Tab, all words or terms beginning with that letter are successively copied to the target segment. For example, in the above sentence, typing **l followed by Tab** will copy ‘*lyrique’* to the target. Each time you press the **Tab** key, the word or term that has been copied to the target segment will be replaced by the next word or term appearing in the source segment that begins with the same letter, i.e. ‘*le’*, ‘*laisse’* and so on.

Terminology management (Glossary)

The use of incorrect terminology can ruin an otherwise good translation. Many clients have a well-defined terminology (the jargon of the trade), compiled in the form of a glossary. By supplying this glossary to their translators, clients can *impose* a particular terminology. In adopting this approach, very common in technical translation, the end result should harmoniously fuse the linguistic competence of the translator with the terminological requirements of the client.

Sometimes the client will ask the translator to provide a glossary of terms arising from research undertaken during the translation. In this case, the translator must create a glossary and add specific terminology to it. This glossary building can either be done prior to translation (in an initial terminology research phase), or during the translation itself.

In many cases, however, the client provides a bilingual glossary, which has already been created during the course of previous translations. It is then up to the translator to comply strictly with it and, where appropriate, to add his or her own contributions.

When the translation work is of a more general nature (and especially if a translator is still in the process of acquiring the general vocabulary of a source language), WFA's glossary function can also be used to itemise terminology that is encountered during the course of the translation process.

Wordfast Anywhere is designed to assist the translator in all the cases mentioned above through the implementation of its glossary function. This glossary consists of a simple tab-delimited text document, which – like the TM – can be uploaded to and downloaded from WFA, shared with other CAT programs, etc. as required.

Creating a glossary

Click on the **File menu,**

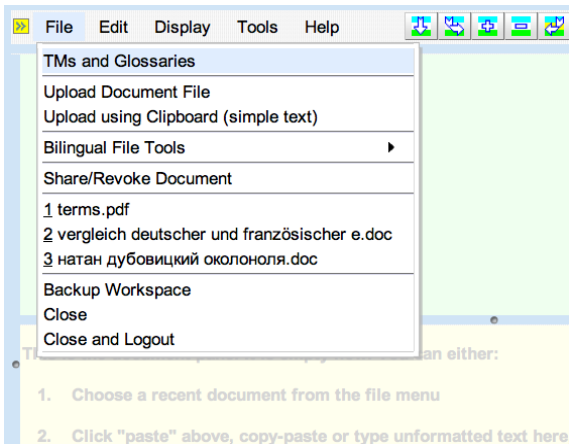


Fig. 24 – File Menu

then on **TM and Glossaries** :

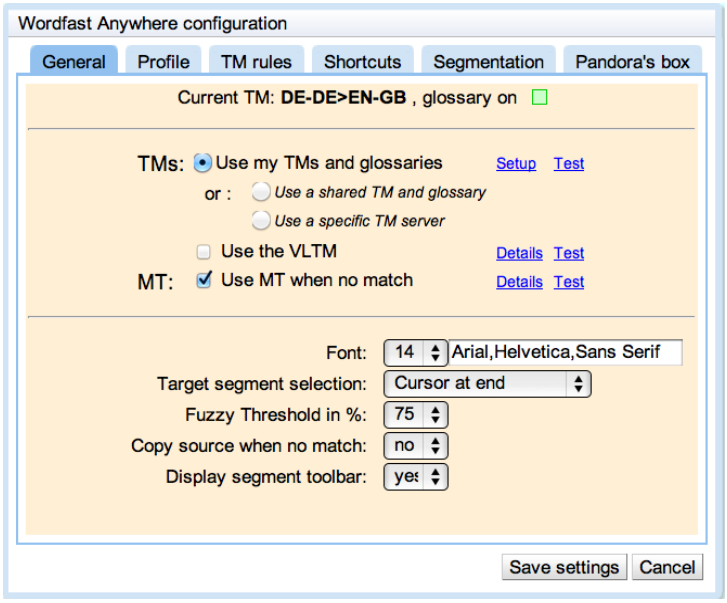


Fig. 25 – WFA Setup

Click on the **Setup** link, then click the **Glossaries tab:**

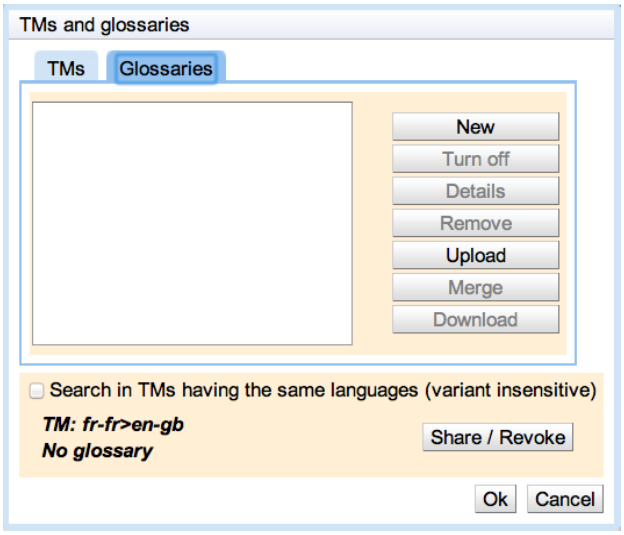


Fig. 26 – Configuration of the glossary

Click on the **New button:**

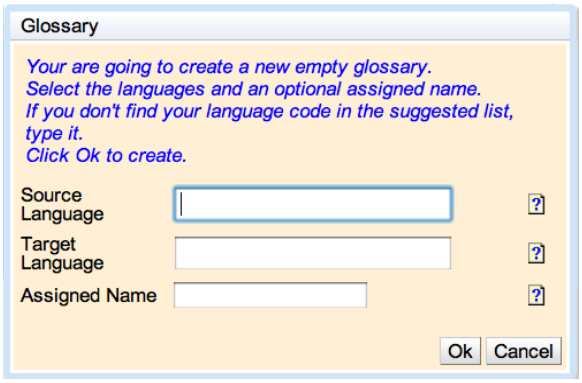

Glossary
Your are going to create a new empty glossary.
Select the languages and an optional assigned name.
If you don't find your language code in the suggested list, type it.
Click Ok to create.
Source Language
Target Language
Assigned Name
Ok
Cancel

Fig. 27 – New glossary

The glossary follows the same rules as the TM; that is to say, a similar setup process is involved in defining the source and target language pair. For the purposes of all our discussions below we will use the French- English language pair. First, you must specify the language of the source document. In the **Source Language** field, enter FR. WFA will then propose several different French variants. In this example, we will use the France variant, or FR-FR. Now we will do the same thing for the target language: type EN in the **Target Language** field. From the several variants proposed by WFA select EN-GB.

In general, translators use only one glossary per language pair. In this way, all the terms relevant to a pair of languages are concentrated in a single glossary. However, you may have good reasons for maintaining different glossaries in the same language pair (by subject area, client, etc.). In this case, enter an ID of up to 10 characters in the **Assigned Name** field. Then click **OK**. Returning to the previous window, click on the **Save settings** button. Your glossary has now been created.

Selecting an existing glossary

Once you have created a glossary, it will always be available for you to use. However, if you have multiple glossaries, whether because you are translating more than one language pair or because you decided to create more than one glossary per language pair, it will be necessary to select the glossary to use for your translation, if different from the one you used last time. To do this, click on the **File menu:**

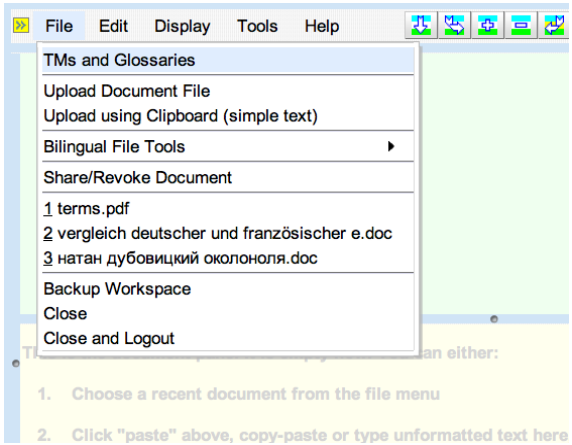


Fig. 28 – File Menu

then on **TM and Glossaries**:

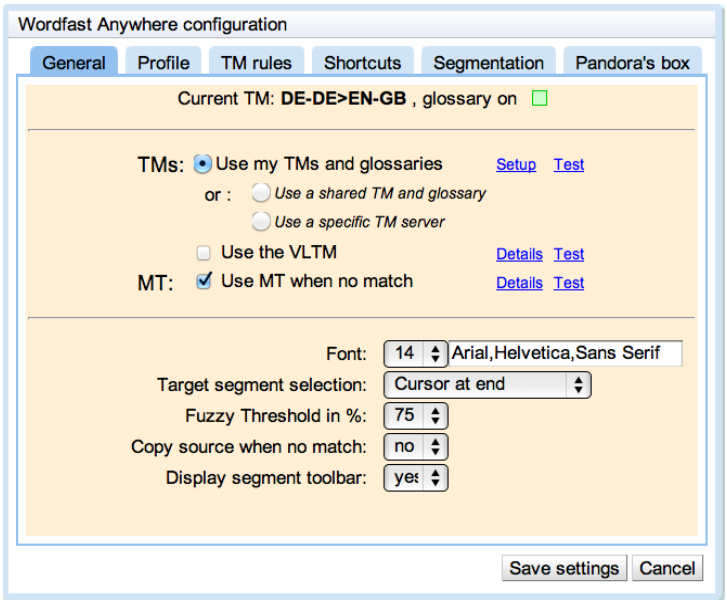


Fig. 29 – WFA Setup

Click on the **Setup** link, then click the **Glossaries tab:**

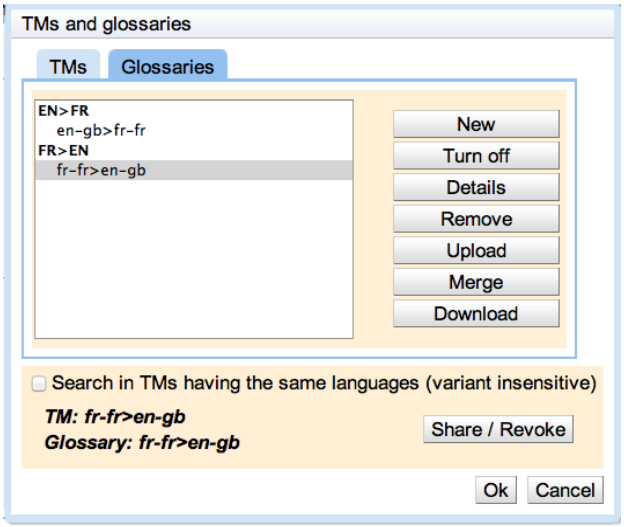


Fig. 30 – Configuration of the glossary

Here you can choose between an EN-FR and an FR-EN glossary. Choose the one you need by clicking on it (it will be displayed against a blue background) and click **OK**. Returning to the previous window, click on the **Save settings** button.

Uploading of a Wordfast Classic or Pro glossary

If you already have a glossary that you use with Wordfast Classic or Pro, you can upload it to WFA. You can either upload it directly or add it to your existing glossary.
To directly upload a Wordfast Classic or Pro glossary to WFA, click on the **Upload** button.

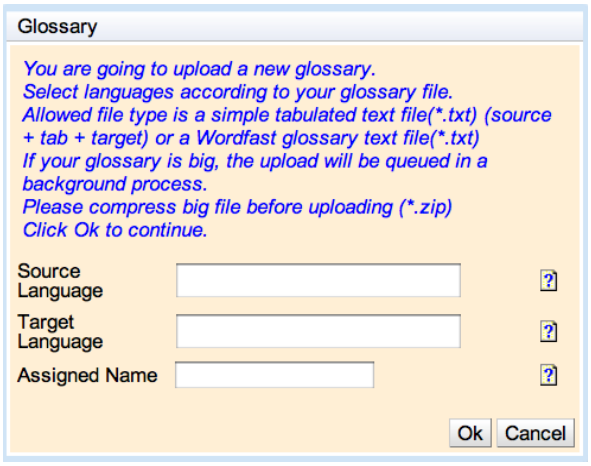

Glossary
You are going to upload a new glossary.
Select languages according to your glossary file.
Allowed file type is a simple tabulated text file(*.txt) (source + tab + target) or a Wordfast glossary text file(*.txt)
If your glossary is big, the upload will be queued in a background process.
Please compress big file before uploading (*.zip)
Click Ok to continue.
Source Language
Target Language
Assigned Name
Ok
Cancel

Fig. 31 – Uploading a glossary

Unlike with a TM, WFA cannot derive the source and target language information from the header of the glossary file; therefore this must be specified here. If you already have a glossary in the same language pair, please also ensure that you enter an identifier of up to 10 characters in the **Assigned Name** field. Finally, click on the **OK** button. Returning to the previous window, click on the **Save settings** button.

To append a Wordfast Classic or Pro glossary (merge it with an existing WFA glossary), select the existing glossary by clicking on it and then click **Merge**. Important: the glossary to be imported must have the same source and target language codes as those defined in the existing glossary. It is recommended that you compress the glossary to a .ZIP archive before uploading it.

You can also choose whether to allow the import of duplicate glossary entries, by selecting the **Add always** update option or instead select the **Do not add duplicate** option to have WFA not adding any duplicate entries.

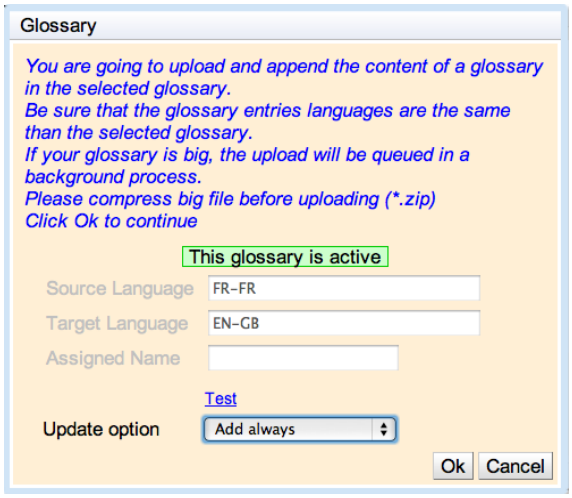
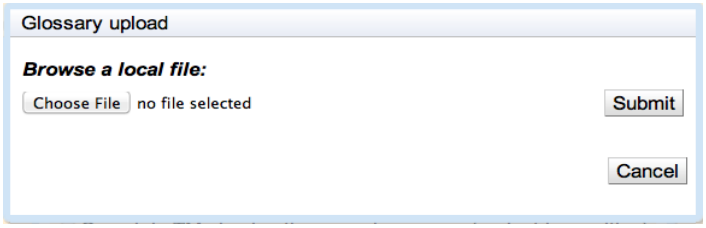
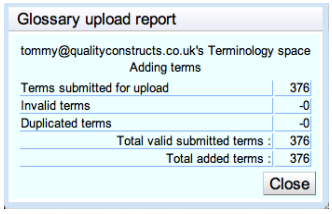

Glossary
You are going to upload and append the content of a glossary in the selected glossary.
Be sure that the glossary entries languages are the same than the selected glossary.
If your glossary is big, the upload will be queued in a background process.
Please compress big file before uploading (*.zip)
Click Ok to continue
This glossary is active
Source Language
FR-FR
Target Language
EN-GB
Assigned Name
Test
Update option
Add always
Ok
Cancel

Fig. 32 - Appending a glossary

You will be asked to select the glossary to be uploaded (click the **Browse** button):



When you have located it, click on **Submit**. Once the glossary has been uploaded, you will receive a report summarising the operation:



You will see how many terms have been submitted for upload, how many were rejected as invalid or duplicates well as the total number of terms added . Close this dialog by clicking **Close**. Finally, click on the **OK** button. Returning to the previous window, click on the **Save settings** button.

Using a glossary

Whenever WFA recognises a term from the glossary in the source segment it highlights it against a blue background:

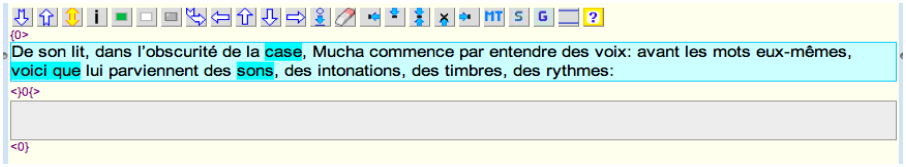

{0>
De son lit, dans l'obscurité de la case, Mucha commence par entendre des voix: avant les mots eux-mêmes, voici que lui parviennent des sons, des intonations, des timbres, des rythmes:
<}0{>
<0}

Fig. 33 - Display of terms in the glossary

The terms highlighted in blue are considered as placeables. They can thus be manipulated with the and icons or the **Ctrl+Alt+Right** and **Ctrl+Alt+Left** shortcuts and by clicking on them with the mouse or by typing their initial letter + **Tab**. The difference is that, when you use the icon or the **Ctrl+Alt+Down** shortcut, it is the corresponding translation that is copied to the target segment.

You can see in advance what the translation of the highlighted items is by activating the glossary panel (keyboard shortcut **Ctrl+Alt+H** or by selecting it from the Display Menu)

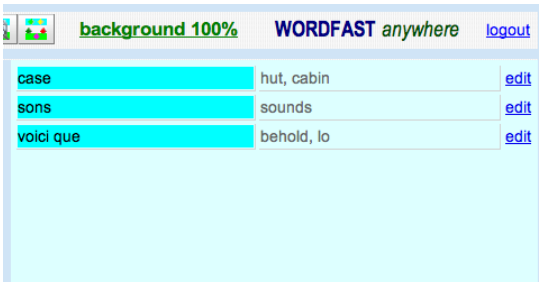
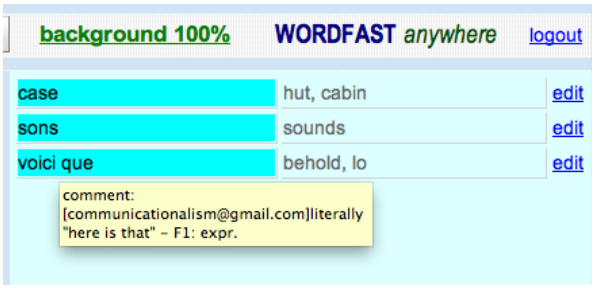


Fig. 34 – The glossary panel

If you want to know more about a term, i.e. the information that you or someone else has entered in the comment or F1, F2 and F3 fields, place your mouse over the source term and this information will be displayed as follows:

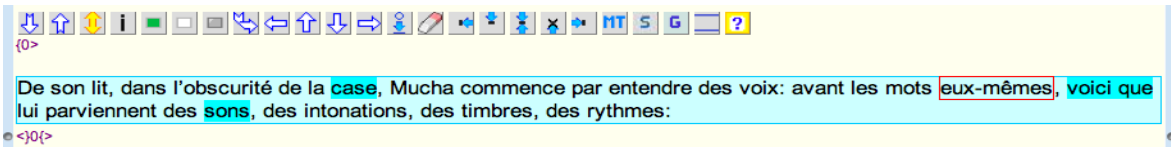


Adding terms to the glossary

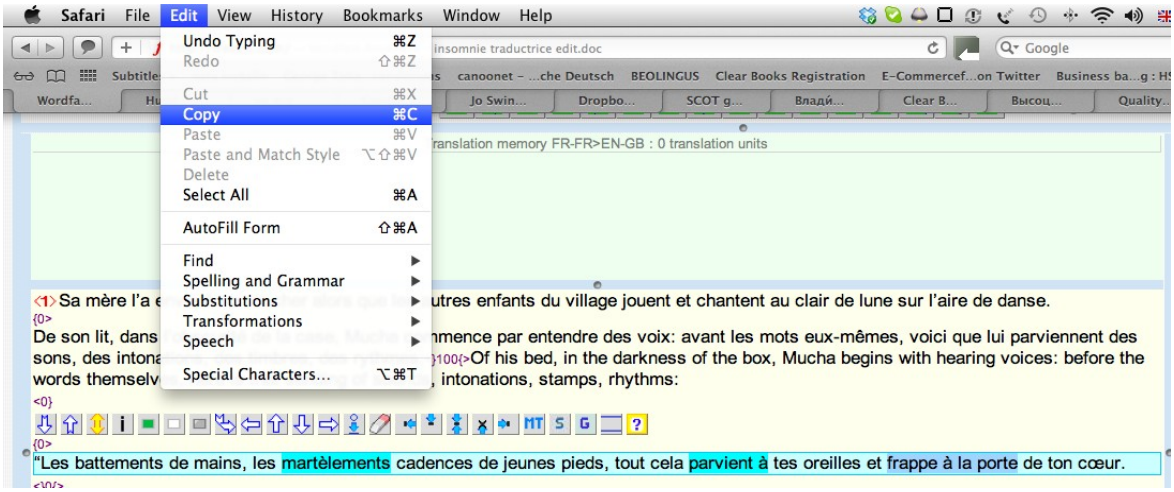
It is quite likely that you will want to incorporate terms you come across in the source text into the glossary together with their translations that arise as part of your research process. This way, your linguist's memory will be reinforced and you are less likely to have to research the same word or phrase again in the future. WFA allows you to do this dynamically, at any time and without exiting your translation process.

First, select the term in the source text. If it consists of one word, you can simply click on it or use the **Tab** key to move forwards (or **Shift+Tab** to move backwards) through the text until you reach its position.

The word you have selected will be highlighted against a red background.


{0>
De son lit, dans l'obscurité de la case, Mucha commence par entendre des voix: avant les mots eux-mêmes, voici que lui parviennent des sons, des intonations, des timbres, des rythmes:
<}0{>

If the term consists of more than one word, you may have to click and drag in the source segment to select it. In this case, the selected phrase will have a blue background – use the **Copy** command in your browser's **Edit** menu to add it to your computer's Clipboard.


Safari File Edit View History Bookmarks Window Help
Undo Typing ⌘Z
Redo ⇧⌘Z
Cut ⌘X
Copy ⌘C
Paste ⌘V
Paste and Match Style ⌥⇧⌘V
Delete
Select All ⌘A
AutoFill Form ⇧⌘A
Find
Spelling and Grammar
Substitutions
Transformations
Speech
Special Characters... ⌥⌘T
translation memory FR-FR>EN-GB : 0 translation units
Sa mère l'a
utres enfants du village jouent et chantent au clair de lune sur l'aire de danse.
De son lit, dans
mence par entendre des voix: avant les mots eux-mêmes, voici que lui parviennent des
sons, des intona
Of his bed, in the darkness of the box, Mucha begins with hearing voices: before the
words themselv
intonations, stamps, rhythms:
"Les battements de mains, les martèlements cadences de jeunes pieds, tout cela parvient à tes oreilles et frappe à la porte de ton cœur.

Next, invoke the **Glossary Dialog Box** by typing **Ctrl+Alt+T,** selecting it from the **Tools menu** or clicking the icon.

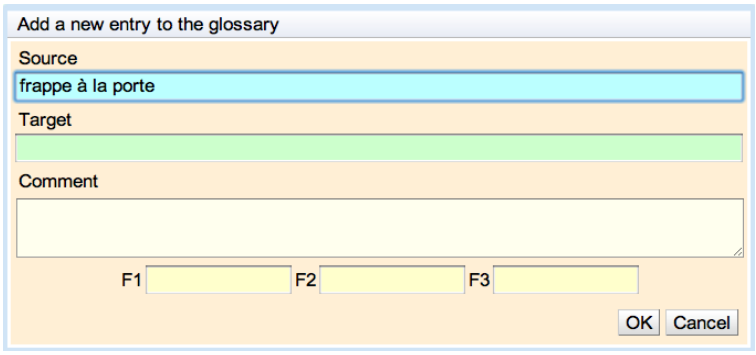
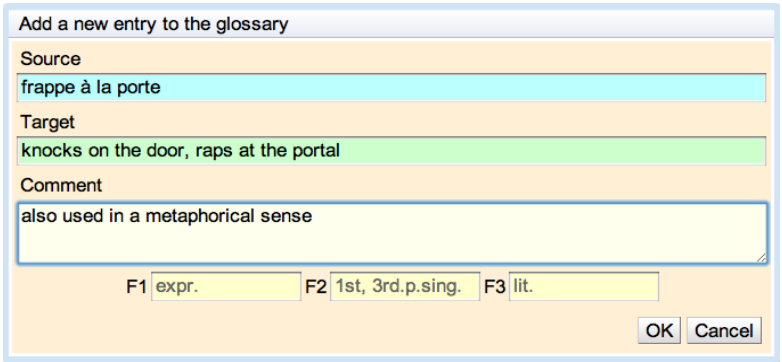


Fig. 35 – Adding terminology

If a single word, the term you highlighted in the source segment should automatically appear in the **Source** field. If the terms consists of more than one word, it may be necessary to paste the source term into the Source field from your computer's clipboard or type the information manually. Now simply add the appropriate translation(s) in the **Target** field.



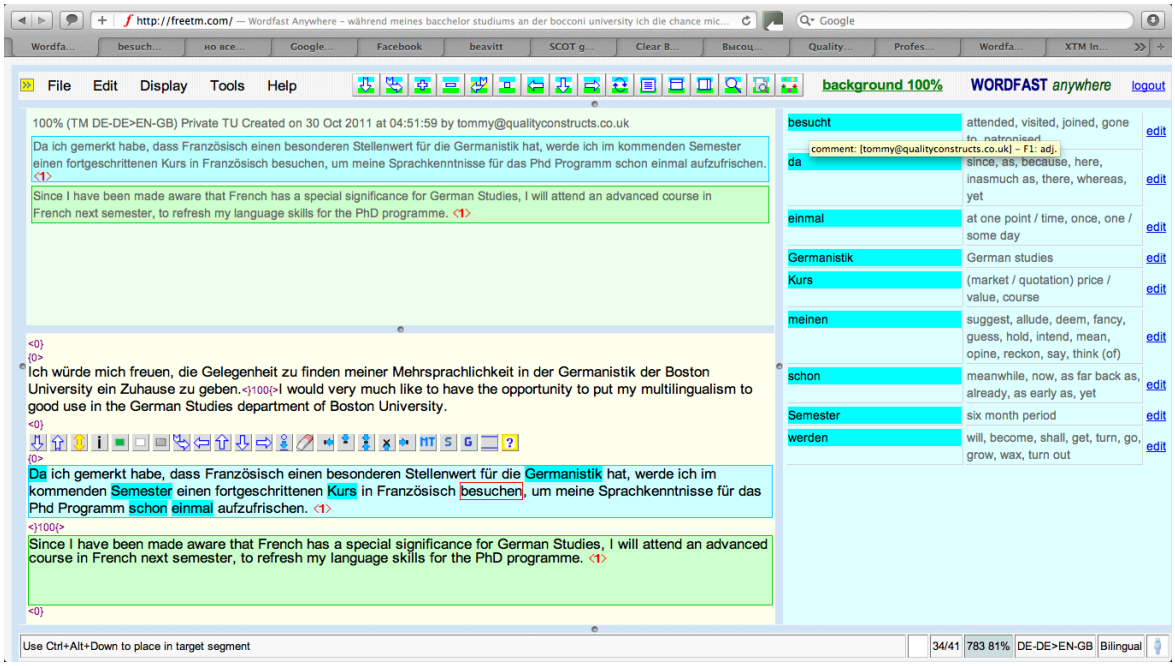
You can also add a comment – something that may prove useful in the future, e.g. if you want to remember the situation in which this translation was used. The F1, F2 and F3 fields may be used to store word role, context, grammatical form or any other relevant text-based information. Then click **OK** to confirm or **Cancel** to dismiss the dialog.

Fuzzy terminology recognition

Each time you open a segment, Wordfast Anywhere checks for the presence in the glossary of all words and terms contained in the source segment. This operation is called terminology recognition. The recognised terms are highlighted in blue in the source segment, as discussed above.

In establishing a correspondence between the terms of the source segment and the terms found in the glossary, WFA will both recognise an exact match and attempt to recognise fuzzy matches.

WFA employs a stemming algorithm for some languages (e.g. German) in order to recognise different forms of the same word that may correspond to those listed in the glossary.


File Edit Display Tools Help
background 100%
WORDFAST anywhere
logout
100% (TM DE-DE>EN-GB) Private TU Created on 30 Oct 2011 at 04:51:59 by tommy@qualityconstructs.co.uk
Da ich gemerkt habe, dass Französisch einen besonderen Stellenwert für die Germanistik hat, werde ich im kommenden Semester einen fortgeschrittenen Kurs in Französisch besuchen, um meine Sprachkenntnisse für das Phd Programm schon einmal aufzufrischen.
Since I have been made aware that French has a special significance for German Studies, I will attend an advanced course in French next semester, to refresh my language skills for the PhD programme.
Ich würde mich freuen, die Gelegenheit zu finden meiner Mehrsprachlichkeit in der Germanistik der Boston University ein Zuhause zu geben.I would very much like to have the opportunity to put my multilingualism to good use in the German Studies department of Boston University.
besucht
attended, visited, joined, gone
da
since, as, because, here, inasmuch as, there, whereas, yet
einmal
at one point / time, once, one / some day
Germanistik
German studies
Kurs
(market / quotation) price / value, course
meinen
suggest, allude, deem, fancy, guess, hold, intend, mean, opine, reckon, say, think (of)
schon
meanwhile, now, as far back as, already, as early as, yet
Semester
six month period
werden
will, become, shall, get, turn, go, grow, wax, turn out
edit
Use Ctrl+Alt+Down to place in target segment
34/41
783 81%
DE-DE>EN-GB
Bilingual

For example, in the above example WFA has recognised the infinitive verb ‘besuchen’ as being related to the adjective (or past participle) ‘besucht’ due to the fact that the two words share a common stem.

Fuzzy matching can also be established by using an asterisk in combination with the term. This method overrides the stemming algorithm, allowing you to find all terms that begin with, end with or contain a particular text string.

Bilingual file tools

Downloading TXML file

You can download your document in TXML format, the standard working file format used by WFA, which is the same as that used by Wordfast Pro. This permits you, for example, to send the file to a colleague for review using Wordfast Anywhere or Pro. Once reviewed and corrected, you can upload it again.

To download your working file, click **File**, then **Bilingual File Tools** and then **Download Txml File**:

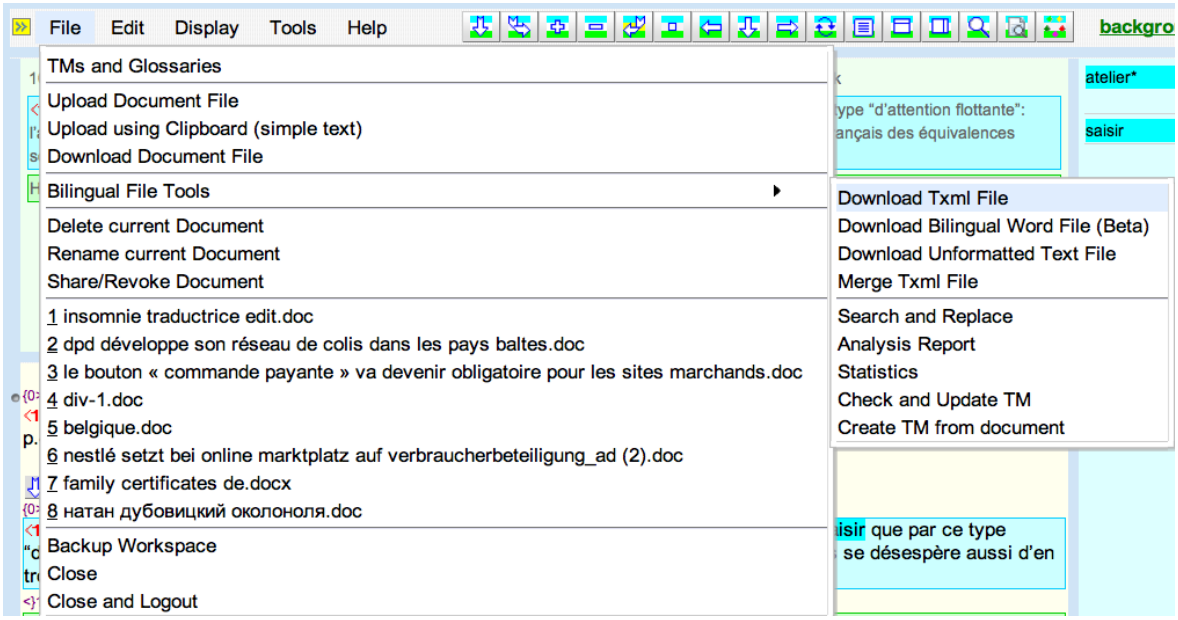
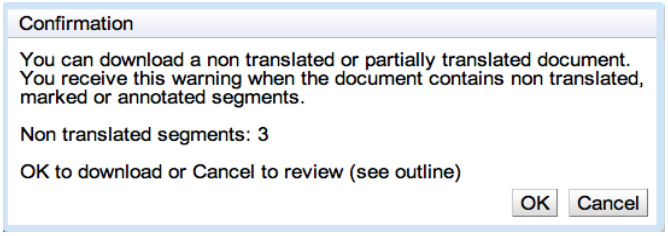
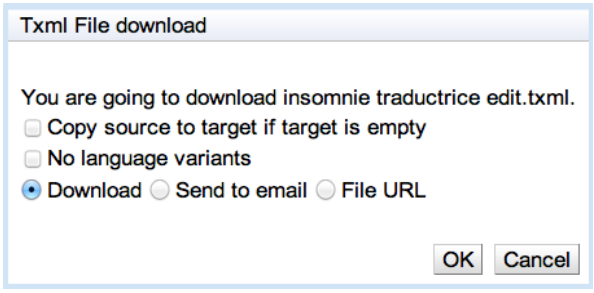


Fig. 36 – Downloading TXML file

If your translation is incomplete or contains provisional segments or notes, you will receive this warning:


Confirmation
You can download a non translated or partially translated document.
You receive this warning when the document contains non translated, marked or annotated segments.
Non translated segments: 3
OK to download or Cancel to review (see outline)
OK
Cancel

At this point you have the choice to accept (**OK**) or cancel (**Cancel**) to return to your translation. If you accept, you will need to consider the following message:



You can optionally instruct WFA to copy the source segment to the target segment if it is blank (check **Copy source to target if target is empty**) and/or to ignore language variations, e.g. to not make a distinction between British and American English (check **No language variants**).

Merging TXML files

If you already have a file in TXML format you can upload it to your workspace. To do this, click **File**, then **Bilingual File Tools** and then **Merge Txml File** :

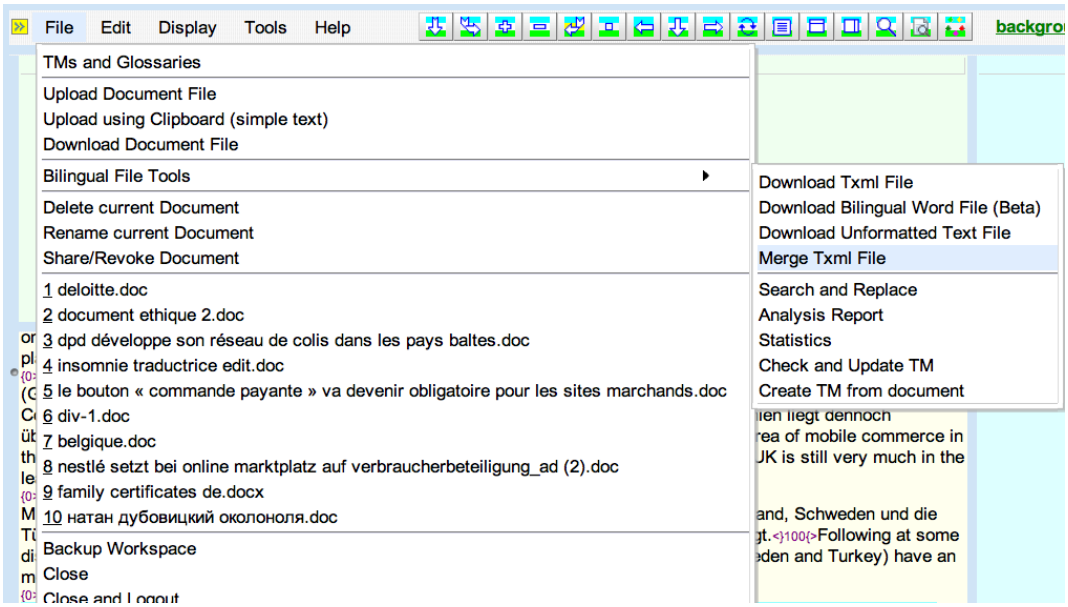


Fig. 37 – Merging a TXML file

At this point you must complete the following dialog box:

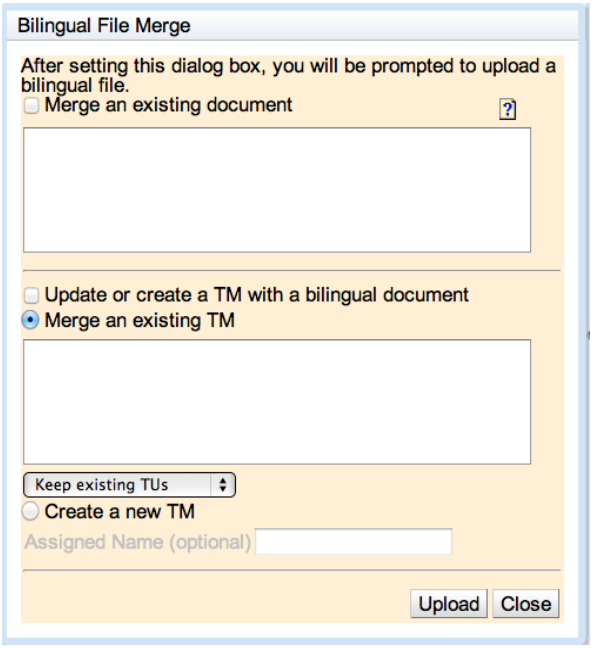
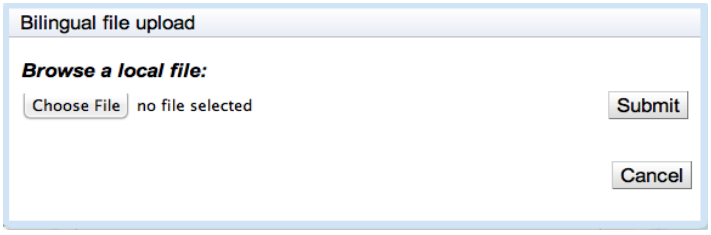

Bilingual File Merge
After setting this dialog box, you will be prompted to upload a bilingual file.
Merge an existing document
Update or create a TM with a bilingual document
Merge an existing TM
Keep existing TUs
Create a new TM
Assigned Name (optional)
Upload
Close

Fig. 38 – Merging TXML files

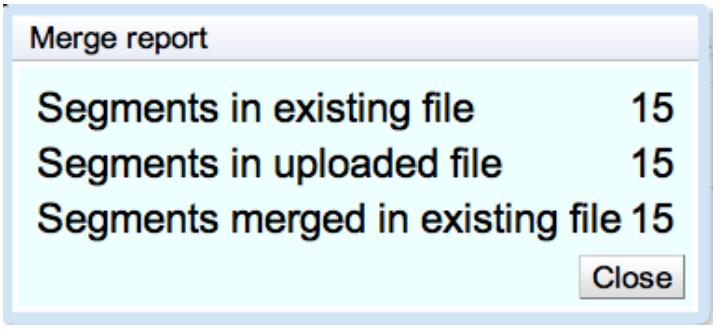
By checking **Merge an existing document**, all documents that exist in your workspace will be listed according to language pair, and you will have to choose which will be merged with the file you intend to upload.

You can also set WFA to update the TM corresponding to the file you upload (check **Update or create a TM with a bilingual document**). Check **Merge an existing TM** and choose which TM to update from the list displayed. You will also need to determine whether, in the case of identical source segments, new TUs should be added to existing ones (**Keep existing TUs**) or whether they should replace them (**Overwrite existing TUs**). If, on the other hand, you prefer to create a new TM, click on **Create a new TM**. At this point, you will have the opportunity to give this new TM a name, if you have more than one TM for the same language pair. Then click **Upload** to upload the file or **Close** to exit without doing anything.

Note that operations performed on the document are independent from memory-related operations, allowing you to update only the document, or only the memory, or both.
If you have clicked **Upload**, you will receive the following message:



Click **Browse** to navigate through your directories and select your file, then click **Submit** to perform the upload or **Cancel** to cancel the operation. After the merge operation has been successfully performed, a report will appear showing how many segments were merged.



Other downloads

You can also download the working file as an MS-Word (*. doc) file containing bilingual segments, usable by Wordfast Classic (and Trados Workbench).

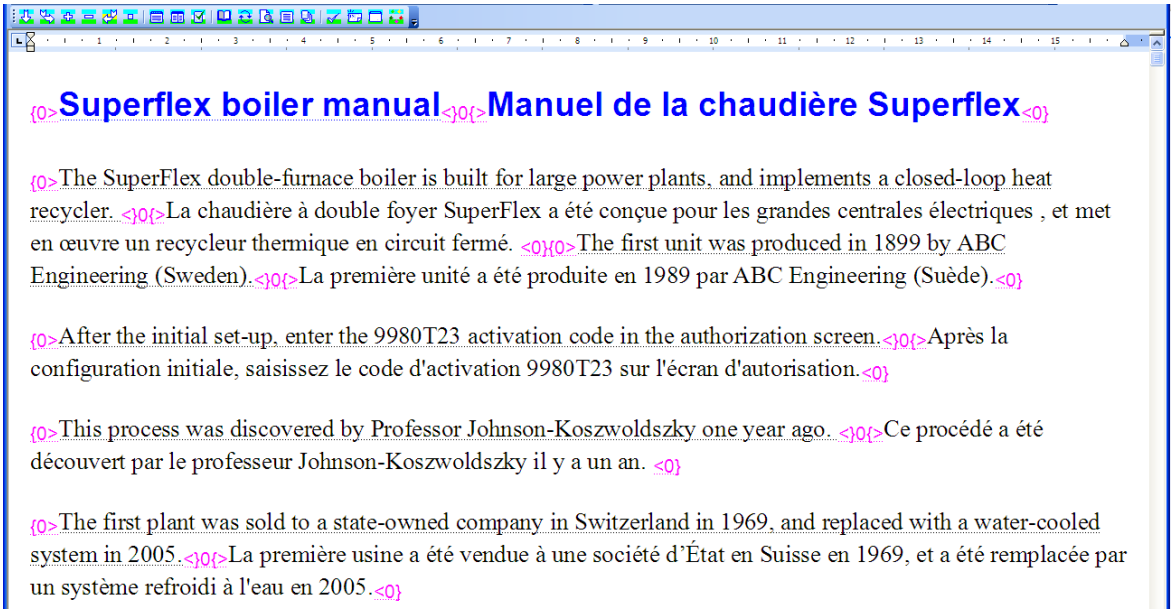

{0>Superflex boiler manual<}0{>Manuel de la chaudière Superflex<0}
{0>The SuperFlex double-furnace boiler is built for large power plants, and implements a closed-loop heat recycler. <}0{>La chaudière à double foyer SuperFlex a été conçue pour les grandes centrales électriques , et met en œuvre un recycleur thermique en circuit fermé. <0}{0>The first unit was produced in 1899 by ABC Engineering (Sweden).<}0{>La première unité a été produite en 1989 par ABC Engineering (Suède).<0}
{0>After the initial set-up, enter the 9980T23 activation code in the authorization screen.<}0{>Après la configuration initiale, saisissez le code d'activation 9980T23 sur l'écran d'autorisation.<0}
{0>This process was discovered by Professor Johnson-Koszwoldszky one year ago. <}0{>Ce procédé a été découvert par le professeur Johnson-Koszwoldszky il y a un an. <0}
{0>The first plant was sold to a state-owned company in Switzerland in 1969, and replaced with a water-cooled system in 2005.<}0{>La première usine a été vendue à une société d'État en Suisse en 1969, et a été remplacée par un système refroidi à l'eau en 2005.<0}

Fig. 39 – Downloaded WFA document in Wordfast Classic

This will allow your document to be proofread by a Wordfast Classic user. Caution, this download is only available for files formatted as *.doc* and *.rtf*. Unlike the TXML file, this format cannot be imported into WFA.

To download your working file in bilingual MS-Word format, click **File**, then **Bilingual File Tools** and then **Download Bilingual Word File**:

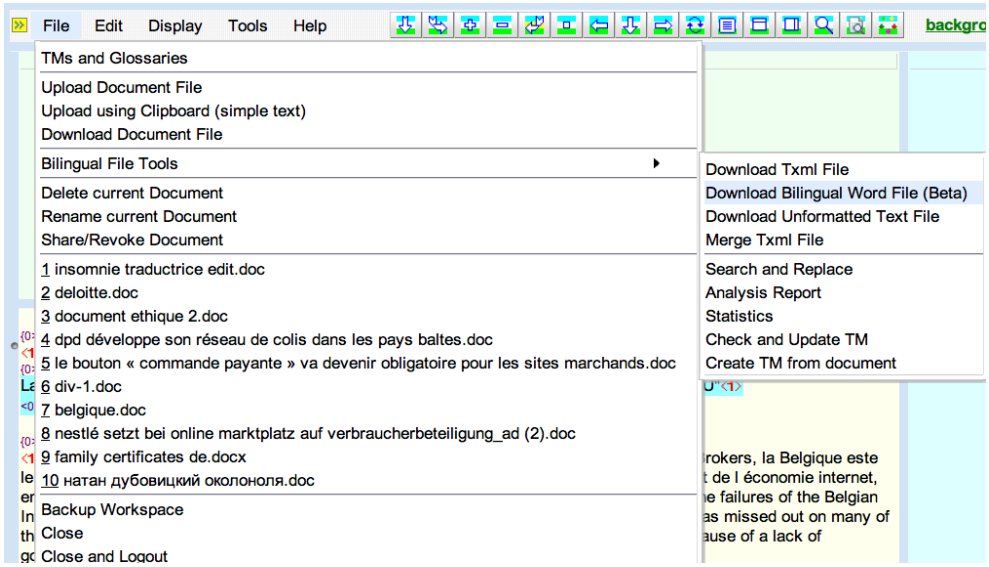
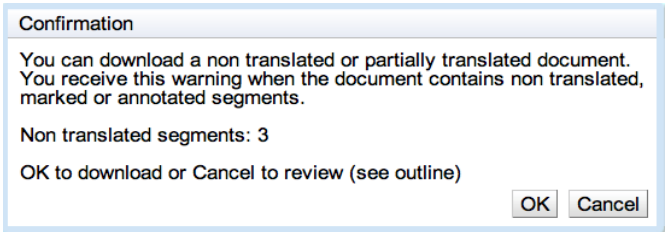
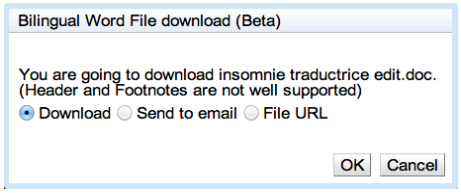


Fig. 40 – Downloading bilingual file in .doc format

If your translation is incomplete or contains provisional segments or notes, you will receive this warning:


Confirmation
You can download a non translated or partially translated document.
You receive this warning when the document contains non translated, marked or annotated segments.
Non translated segments: 3
OK to download or Cancel to review (see outline)
OK
Cancel

At this point you have the choice to accept (**OK**) or cancel (**Cancel**) to return to your translation. If you accept, you will need to respond to the following message:



You have yet another downloading option: your translated file, in plain text format, without any formatting. To do this, click **File**, then **Bilingual File Tools** and then **Download Unformatted Text File**:

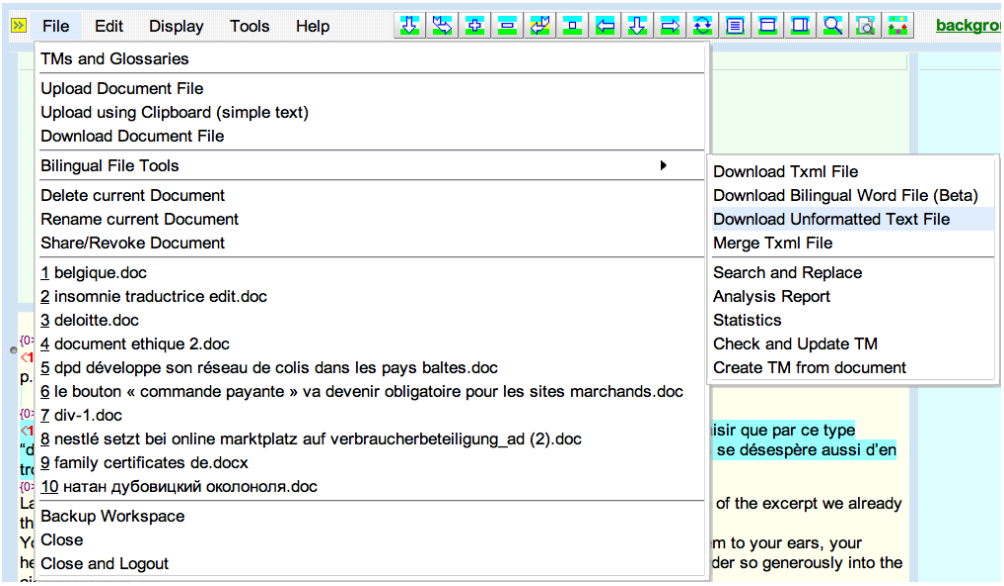
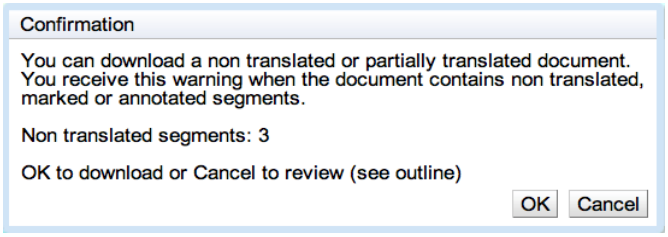
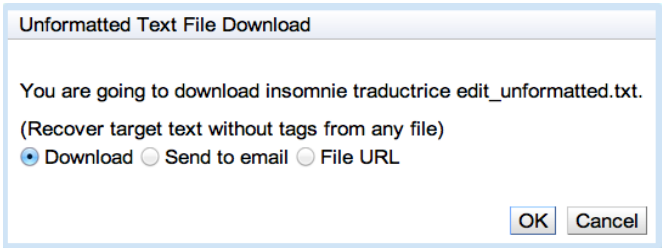


Fig. 41 – Downloading bilingual file in .txt format

If your translation is incomplete or contains provisional segments or notes, you will receive this warning:


Confirmation
You can download a non translated or partially translated document.
You receive this warning when the document contains non translated, marked or annotated segments.
Non translated segments: 3
OK to download or Cancel to review (see outline)
OK
Cancel

At this point you have the choice to accept (**OK**) or cancel (**Cancel**) to return to your translation. If you accept, you will need to respond to the following message:



This is just to warn you that you are going to download your translated file without formatting.

Find / replace

It is often necessary to locate a word or text string in a file that has been translated. For this we use the **Doc Search and Replace** function, by clicking the icon that appears third from the right on the Wordfast toolbar, selecting the appropriate command from WFA's **Edit menu** or using the **Shift+Ctrl+S** keyboard shortcut:

As with other functions that require the current segment to be closed, you will receive a warning that the current segment will be closed without being saved. If you agree, click OK, otherwise click Cancel to cancel the transaction and save your work.

Next the Search / Replace dialog will be displayed:

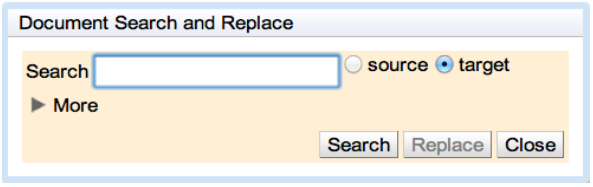


Fig. 42 – Search / Replace (basic)

Enter the word or text string you wish to locate in the **Search** field. Define whether the search should be performed on the source segments (**Source**) or target segments (**Target**) and click **Search** to search or **Close** to cancel the operation.

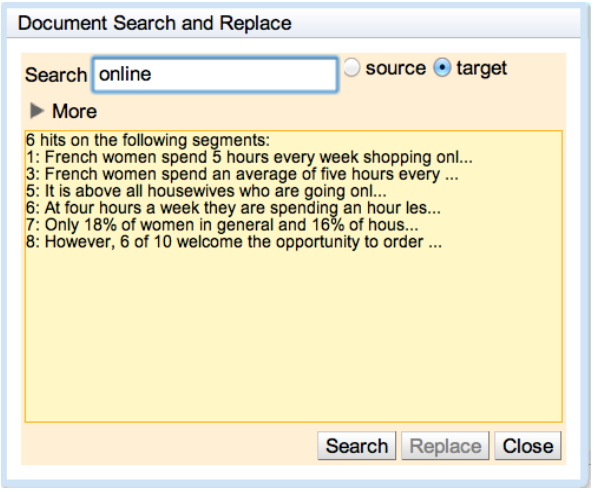

Document Search and Replace
Search
online
source
target
More
6 hits on the following segments:
1: French women spend 5 hours every week shopping onl...
3: French women spend an average of five hours every ...
5: It is above all housewives who are going onl...
6: At four hours a week they are spending an hour les...
7: Only 18% of women in general and 16% of hous...
8: However, 6 of 10 welcome the opportunity to order ...
Search
Replace
Close

Fig. 43 – Search / Replace (result)

In this example, the word *online* was found in six locations, in segments 1, 3, 5, 6, 7 and 8. From this dialog you can make additional searches by entering different words and clicking **Search** or dismiss by clicking **Close**.

In order to access the **Replace** functionality of this feature, click on **More**:

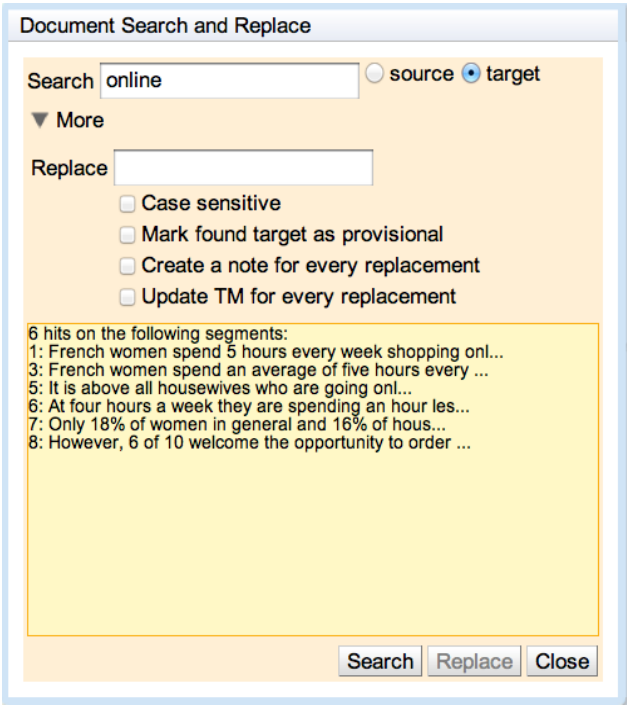

Document Search and Replace
Search online
source
target
More
Replace
Case sensitive
Mark found target as provisional
Create a note for every replacement
Update TM for every replacement
6 hits on the following segments:
1: French women spend 5 hours every week shopping onl...
3: French women spend an average of five hours every ...
5: It is above all housewives who are going onl...
6: At four hours a week they are spending an hour les...
7: Only 18% of women in general and 16% of hous...
8: However, 6 of 10 welcome the opportunity to order ...
Search
Replace
Close

Fig. 44 – Search / Replace (advanced)

You now have the possibility of replacing the found word or text string with another term. To do this, enter the replacement term in the **Replace** field and click on the Search button again. Please note, replacements can only be performed on **target** segments. You can specify that WFA distinguish the case of the search term (**Case sensitive**), that it mark as provisional any segment in which the search term has been found (**Mark found target as provisional**) or that it add a note to all segments where a search term is replaced (**Create a note for Every replacement**). You can also tell WFA to update all segments in the TM that correspond to the segments replaced in the target document (**Update TM for every replacement**).

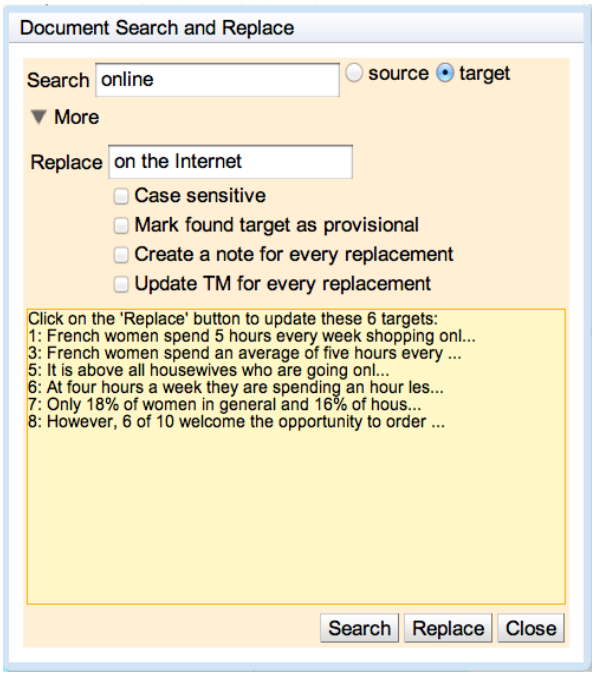

Document Search and Replace
Search online
source
target
More
Replace on the Internet
Case sensitive
Mark found target as provisional
Create a note for every replacement
Update TM for every replacement
Click on the 'Replace' button to update these 6 targets:
1: French women spend 5 hours every week shopping onl...
3: French women spend an average of five hours every ...
5: It is above all housewives who are going onl...
6: At four hours a week they are spending an hour les...
7: Only 18% of women in general and 16% of hous...
8: However, 6 of 10 welcome the opportunity to order ...
Search
Replace
Close

Fig. 45 – Search / Replace (result)

Again, the search for the term *online* has returned six results. By clicking on **Replace** you can have the phrase *on the Internet* replace them in all the target segments where they appear. Optionally, these segments will be marked as provisional or a can have a note associated with them, and the TM can be updated. You can also choose to do nothing by clicking **Close**.

Analysing a text

Before providing a translation quotation, you may wish to analyse the source text to determine the extent of the work required. WFA provides an analytical tool for this purpose. To do this, click **File**, then **Bilingual File Tools** and then **Analysis Report**:

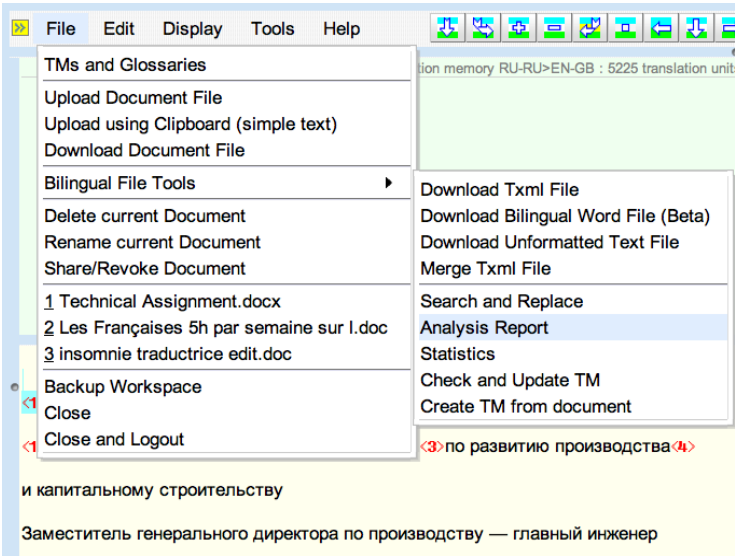


Fig. 46 – Analysis Report

Depending on the size of your document, the analysis may take several seconds or even minutes. A progress message is displayed on the status bar. Then the analysis results will be displayed:

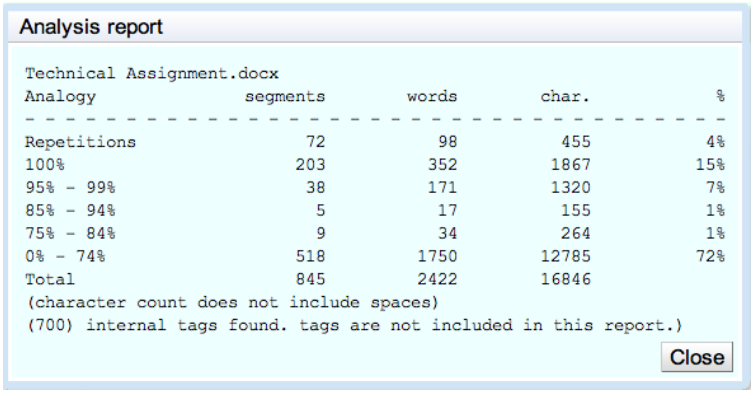

Analysis report
Technical Assignment.docx
Analogy segments words char. %
Repetitions 72 98 455 4%
100% 203 352 1867 15%
95% - 99% 38 171 1320 7%
85% - 94% 5 17 155 1%
75% - 84% 9 34 264 1%
0% - 74% 518 1750 12785 72%
Total 845 2422 16846
(character count does not include spaces)
(700) internal tags found. tags are not included in this report.)
Close

Fig. 47 – Analysis Report

According to the number of repetitions (identical segments that appear more than once in the document) or the percentage of segments that correspond either completely (100%) or

partially (<100%) to matches in the TM, you will be able to precisely estimate the volume of work actually requiring to be translated. After having examined the analysis report, click **Close**.

Statistics

WFA allows you to see what progress you have made with your translation at any time. To do this, click **File**, then **Bilingual File Tools** and then **Statistics** :

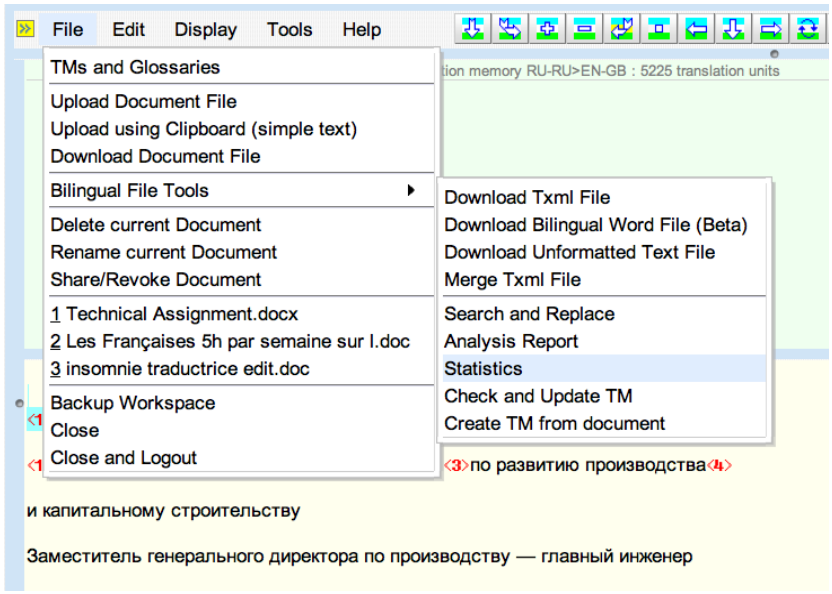


Fig. 48 – Statistics menu item

A statistical report on your translation will be displayed:

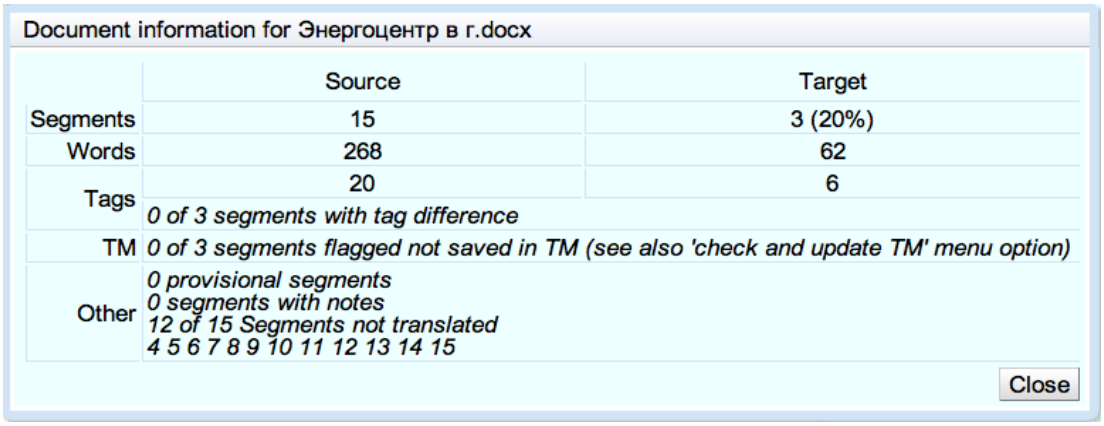
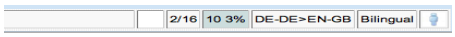


Fig. 49 – Statistics

You will see the number of source and target segments (with the percentage already translated in brackets); the number of source and current target words; the number of source and target tags and if there is any segmental discrepancy in terms of differences between the number and content of the source and target tags (*segments with tag difference*); the number of segments not stored in the TM (*segments flagged not saved in TM*); the number of provisional segments (*provisional segments*) and notes (*segments with notes*). The report also displays which segments remain to be translated. After viewing the statistics, click **Close**.

Another important indicator is always present on the status bar: it tells you on which segment you currently are in relation to the total number of segments in the document. In this example, the document has 16 segments in total and you are currently on the second:



Updating the TM

Although the TM is automatically updated with each segment you translate, it may be that you wish to force a TM update thus replacing erroneous TM content. To do this, click **File**, then **Bilingual File Tools** and then **Check and Update TM**:

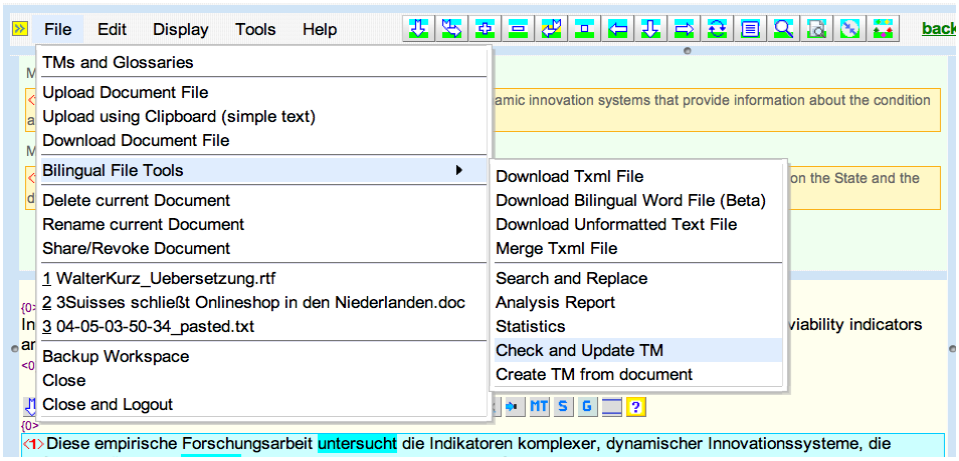
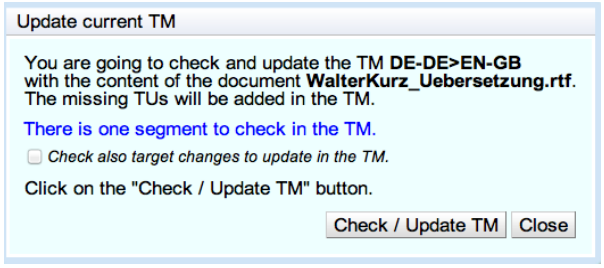


Fig. 50 – Check and Update TM menu item

The following message will be displayed:


Update current TM
You are going to check and update the TM DE-DE>EN-GB with the content of the document WalterKurz_Uebersetzung.rtf. The missing TUs will be added in the TM.
There is one segment to check in the TM.
Check also target changes to update in the TM.
Click on the "Check / Update TM" button.
Check / Update TM
Close

WFA shows the number of segments that will be updated in the TM. You have the option to also check for any changes to the target before performing the update. Click the **Update TM** button to confirm the update or **Close** to cancel.

Concordance search

Segments stored in the TM are retrieved only if they have a minimum level of correspondence with the source segment (by default 75%). However, even if the level of correspondence is not sufficient to produce a fuzzy match, the TM may still contain terms that you have previously translated and wish to use in your current translation. To search in the memory you have two options:

1) Click on the icon (**Ctrl+Alt+C**). The following window appears:

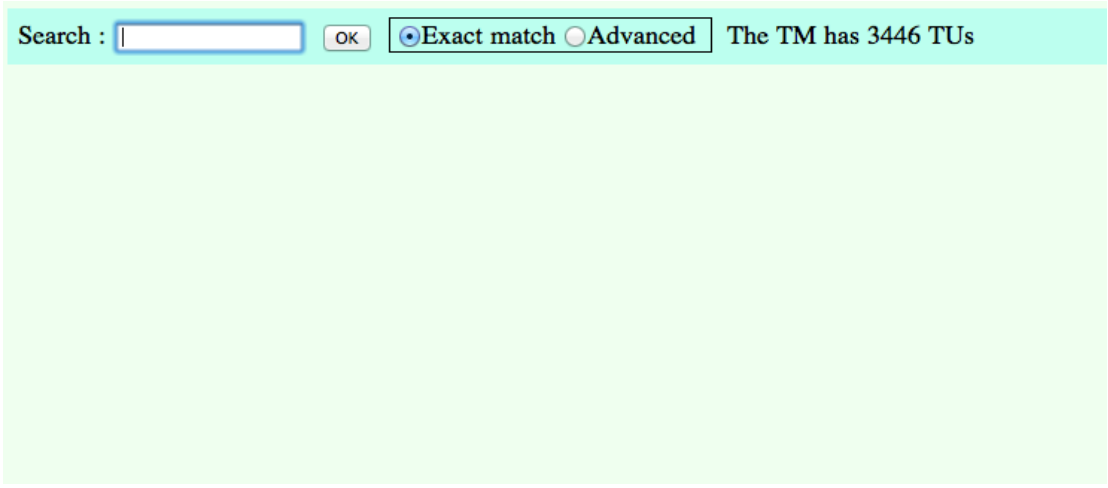


Fig. 51 – Concordance Search

Enter the word or text string you want to research in the **Search** field. WFA will search for all words that are the same or begin with the same sequence of letters as the string entered. After you click OK, you will receive the result, for example:

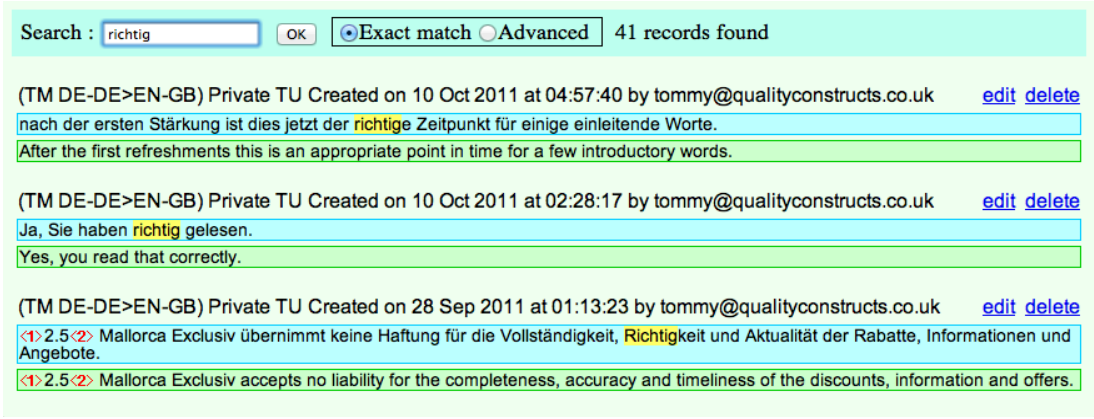

Search : richtig
OK
Exact match
Advanced
41 records found
(TM DE-DE>EN-GB) Private TU Created on 10 Oct 2011 at 04:57:40 by tommy@qualityconstructs.co.uk
edit delete
nach der ersten Stärkung ist dies jetzt der richtige Zeitpunkt für einige einleitende Worte.
After the first refreshments this is an appropriate point in time for a few introductory words.
(TM DE-DE>EN-GB) Private TU Created on 10 Oct 2011 at 02:28:17 by tommy@qualityconstructs.co.uk
edit delete
Ja, Sie haben richtig gelesen.
Yes, you read that correctly.
(TM DE-DE>EN-GB) Private TU Created on 28 Sep 2011 at 01:13:23 by tommy@qualityconstructs.co.uk
edit delete
<1>2.5<2> Mallorca Exclusiv übernimmt keine Haftung für die Vollständigkeit, Richtigkeit und Aktualität der Rabatte, Informationen und Angebote.
<1>2.5<2> Mallorca Exclusiv accepts no liability for the completeness, accuracy and timeliness of the discounts, information and offers.

Fig. 52 – Search result

All the TUs where the search term *richtig* appears are displayed; the term will be highlighted, allowing you to see how you have translated it previously.

You can also select the word or text string with the mouse and then click on or use the **Ctrl+Alt+C** shortcut. The result will be displayed immediately.

You can edit or delete a term in the concordance search window by clicking on the **edit** or **delete** links.

You can add to your search possibilities by choosing the **Advanced** option:

- Two words or text strings (search terms) separated by a space: one or the other must exist in the TU
- Two terms separated by the + sign: both terms must exist

- A term starting with an asterisk: a search is performed for all text strings containing the search term.

When you use this option, a help line is displayed to remind you how this command works:

cat dog = cat OR dog | cat+dog = cat AND dog | *cat = bobcat OR cat | cat = cat OR cats OR catfish

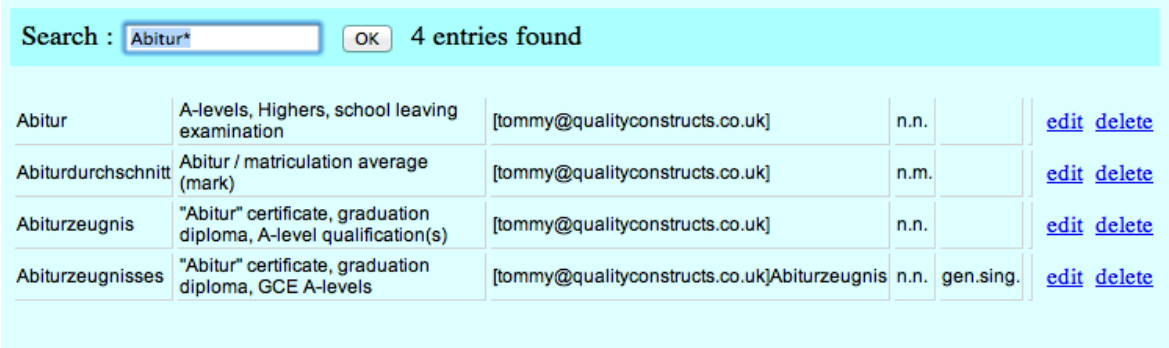
Searching in a glossary

You can also search in the glossary. To do this, click the icon or use the Tools / Glossary Search menu option or the Ctrl+Alt+G shortcut:

Fig. 53 – Searching in the glossary

Type the source language word you wish to search for in the **Search** field and click OK. The list of glossary entries that contain the search term will be displayed.
You can edit or delete a term in the glossary search window by clicking on the **edit** or **delete** links.

By employing an asterisk in the search term, you can expand your search to find all glossary entries that include the text string that the search term is made up of.



Other tools

Alignment

When you begin to translate with a CAT tool you may not be able to derive the maximum benefit from it if you do not yet have a translation memory. Or, a client may have source and target documents from a previous translation but cannot supply you with a TM. In this case, you can quickly derive a TM by performing an "alignment" on the documents you have already translated prior to using WFA for your translation work by using WFA's alignment tool.

To do this, click **Tools**, then **Align your files** :

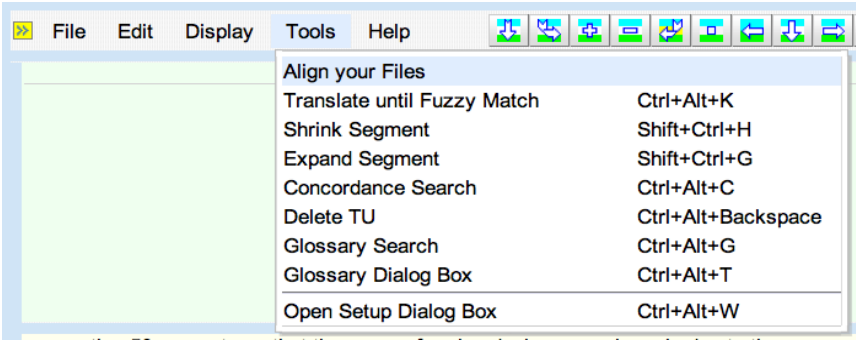
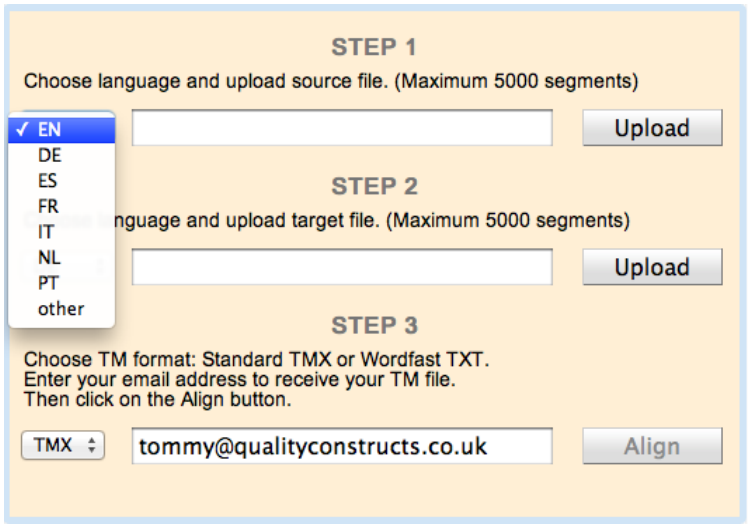


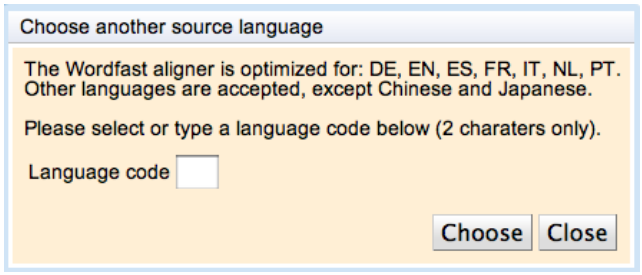
Fig. 54 – Alignment Menu

A new page will open, displaying the following dialog:



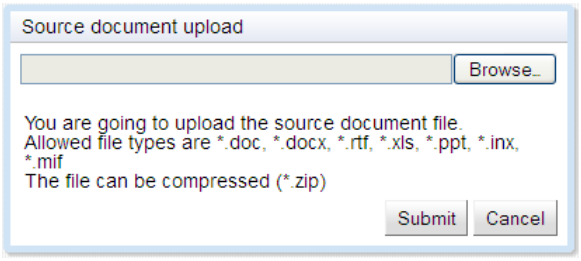
You must first select the language of the source document. WFA is optimised for English, German, Spanish, French, Italian, Dutch and Portuguese, so the codes for these languages are already displayed in the drop-down menu on the left.

If the language of your choice is not one of those proposed by the drop-down menu, select **other**. Another dialog will open:


Choose another source language
The Wordfast aligner is optimized for: DE, EN, ES, FR, IT, NL, PT.
Other languages are accepted, except Chinese and Japanese.
Please select or type a language code below (2 charaters only).
Language code
Choose
Close

Enter the language code of your source document. The regional variant is not necessary. Unfortunately, the alignment tool cannot currently handle some languages, such as Chinese and Japanese. Next, click on **Choose** to continue or **Close** to cancel.

Click **Browse...** to locate the source document to be aligned on your hard disk. When you have done this, click **Upload**:


Source document upload
Browse...
You are going to upload the source document file.
Allowed file types are *.doc, *.docx, *.rtf, *.xls, *.ppt, *.inx, *.mif
The file can be compressed (*.zip)
Submit
Cancel

Acceptable document formats are *.doc, .docx, .rtf, .xls, .ppt, .inx* and *.mif*. Your document can optionally be compressed in *.zip* format. The maximum size supported by WFA is 5000 segments. When you find your file, click **Submit** to upload it to WFA or Cancel to terminate the operation. This upload may take some time, you will see the **Uploading, please wait**, message, please be patient.

You must repeat the operation for the translated document. Once the two documents have uploaded, you must choose the format of the TM; either TMX (which can be used on most CAT tools) or TXT (the native format of Wordfast Classic). WFA can use either format. You must also enter your email address, to which the WFA TM produced should be sent. Then click **Align**. Do not expect a response on the site, the TM will be sent by email.

Advanced use

Features and Shortcuts

Function	Menu	Shortcut[3]	Icon	Explanation
Starting the translation / next segment	Edit / Open Next Segment	Alt+Down		Starts the translation by opening the currently selected segment or closes the current segment and opens the next.
Previous segment	Edit / Open Previous Segment	Alt+Up		Closes the current segment and opens the previous segment.
Copy	Edit / Copy Source	Alt+Ins		Copies the source segment to the target segment
Expand the segment	Tools / Expand Segment	Alt+Page Down.		Expands the segment and permits you to extend beyond the punctuation. Note: A segment cannot be expanded if it is terminated by an end of the paragraph or end of cell marker, a page break or a tab.
Shrink the segment	Tools / Shrink Segment	Alt+Page Up.		Allows you to return to the original text length after expanding a segment to or reduce the size of a segment.
Auto-translation	Tools / Translate until Fuzzy Match	Shift+Ctrl+ Page Down.		Automatically translates successive segments for as long as exact matches are found in the translation memory.
End of translation (1)	Edit / Close and Save Segment	Alt+End		Completes the translation in progress by closing the segment and saving its contents to the TM
End of translation (2)	Edit / Close Segment	Shift+Alt+End		Completes the translation in progress by closing the segment but not saving anything (neither document nor TM)
End of translation (3)	Edit / Restore Original Segment	Alt+Del		Completes the translation in progress by deleting the target segment, together with any note
Previous placeable	Edit / Previous Placeable	Ctrl+Alt+ Left		Selects the previous placeable element in the source segment.
Next Placeable	Edit / Next placeable	Ctrl+Alt+ Right		Selects the next placeable element in the source segment.
Copy placeable	Edit / Copy Placeable	Ctrl+Alt+ Down		Places the selected transposable element from the source segment into the target segment, where the cursor is located (or replaces highlighted text in target segment)
All placeables	Edit / Toggle Placeable	Ctrl+Alt+Up		Transforms all the terms in the source segment into placeables. If repeated, returns to the previous mode.
Concordance	Tools / Concordance Search	Ctrl+Alt+C		Performs a search in the TM and displays all segments containing the search term.
Glossary	Tools / Glossary Search	Ctrl+Alt+G		Search in the glossary for the word or phrase selected in the source segment
TM Panel	Display / Show/Hide TM Panel	Ctrl+Alt+M		Opens or closes the TM panel
Glossary Panel	Display / Show/Hide Glossary Panel	Ctrl+Alt+H		Opens or closes the Glossary panel
Find / replace	Edit / Doc Search and Replace			Opens the dialog to search / replace in the document
Copy the previous TU	Edit / Copy Previous TM Match	Alt+Left		Copies the next corresponding TU
Copy the next TU	Edit / Copy Next TM Match	Alt+Right		Copies the next corresponding TU
Copy TU	Edit / Copy TM Match	Shift+Alt+Ins		Copies the corresponding TU
Force Search				Perform a direct search (without cache) in the TM
Delete the TU	Tools / Delete TU	Ctrl+Alt +Backspace		Deletes the Translation Unit selected in the TM panel
Erase target segment	Edit / Empty Target Segment	Ctrl+Alt+X		Toggle: Clears the target segment; Clears the tags; Restores
Next word	Edit / Next Word	Tab		Places the subsequent source word with letter + Tab

[3] All these shortcuts can be modified according to your preference via the **Tools/ Open Setup Dialog Box / Shortcuts** menu item.

Previous word	Edit / Previous Word	Shift+Tab		Places the preceding source word with letter+Shift+Tab
First segment of the page	Display / Move to First Segment of Screen	Home		Positions the cursor on the first segment of the page
Last segment of the page	Display / Move to Last Segment of Screen	End		Positions the cursor on the last segment of the page
Next Page	Display / Move to Next Screen	PageDown		Position cursor on the next page
Previous page	Display / Move to Previous Screen	PageUp		Position the cursor on the previous page
First segment of document	Display / Move to First Segment of Doc	Ctrl+Home		Positions the cursor on the first segment of the document
Last segment of document	Display / Move to Last Segment of Doc	Ctrl+End		Positions the cursor on the last segment of the document
Provisional segment	Edit / Provisional Segment	F10		Mark the segment to return to it later
Add to glossary dialog	Tools / Glossary Dialog Box	Ctrl+Alt+T		Opens the dialog to add terminology to the glossary
Configuration	Tools / Open Setup Dialog Box	Ctrl+Alt+W		Opens the WFA configuration dialog
Hide the segment toolbar	Display / Show/Hide segment toolbar			Displays / hides the segment toolbar
Edit the source segment				Used to make minor corrections to the source segment
Edit a note				Allows you to create or edit a note
Force MT				Forces the translation of the segment by Google Translate / Microsoft Translator
Increase the size of the target segment				Increases the height of the target segment for easier viewing
Explanation of buttons on the segment bar				Produces a list explaining all the buttons on the segment toolbar
Non-breaking space				Inserts a nonbreaking space at the cursor position

WFA Setup

The WFA Setup menu, which has been partially seen in the creation of TM and glossary, is used to configure all the options and resources. It is accessible by the shortcut **Ctrl+Alt+W** or the icon or the **Tools / Open Setup Dialog Box** menu item.

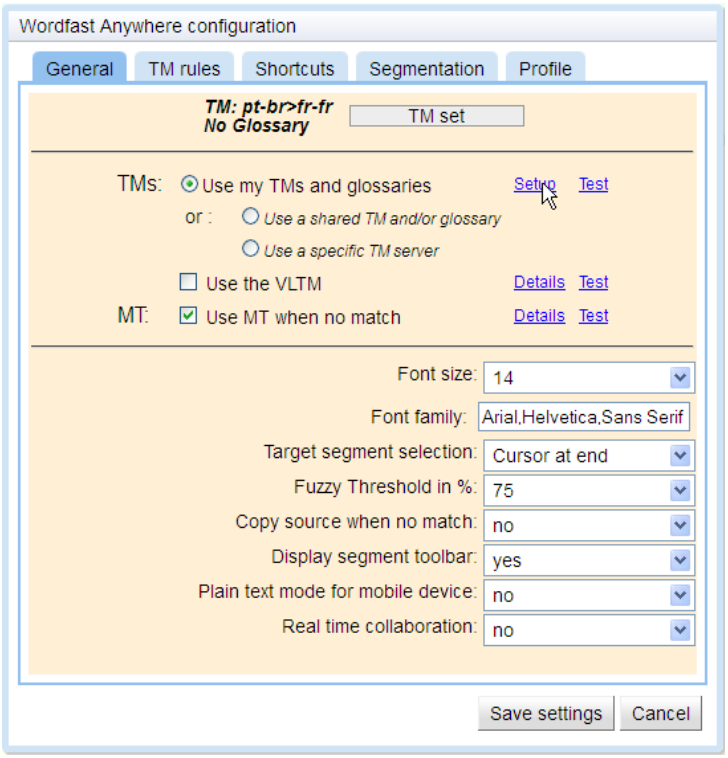


Fig. 55 – WFA Setup dialog box

Five tabs are visible: **General, TM rules, Shortcuts, Segmentation** and **Profile**.

General tab

1. **Use my TMs and glossaries**. This facilitates the configuration of your TM and glossary.
   a. To check if your glossary and TM are properly configured, click **Test**. A line showing you their size and, if relevant, an error message, will be displayed at the bottom of the window.
   b. To set up your TM and glossary, click **Setup**. Another window opens, allowing you to configure your TM (TMs) and your glossary (Glossaries).

Configuring the TM

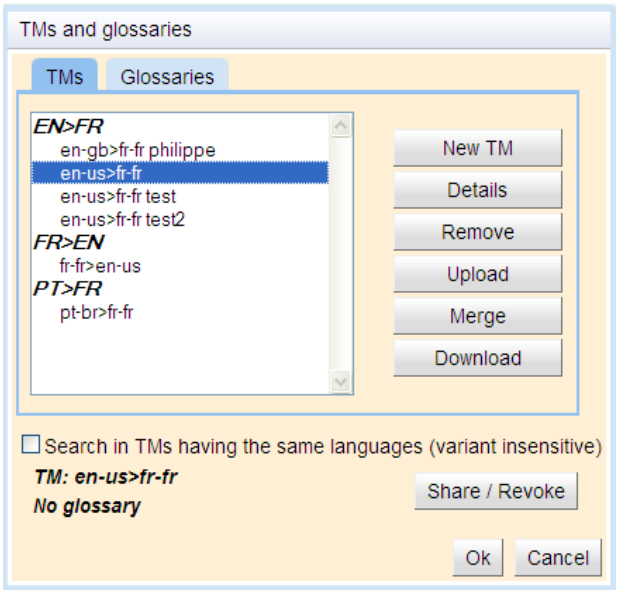


Fig. 56 – Configuring the TM

TMs tab – On the selection area to the left you will see a list of TMs that exist in WFA. If the TM you require appears in the list, select it. You also have the option to:

i. Create a new TM: **New TM** button.

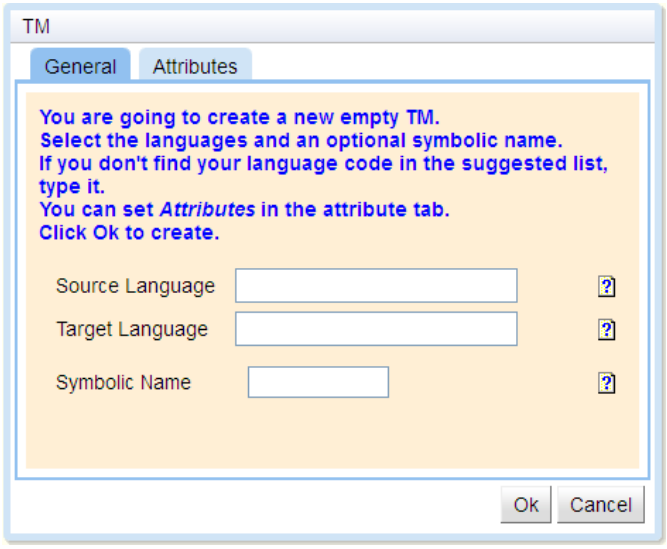

TM
General
Attributes
You are going to create a new empty TM.
Select the languages and an optional symbolic name.
If you don't find your language code in the suggested list, type it.
You can set Attributes in the attribute tab.
Click Ok to create.
Source Language
Target Language
Symbolic Name
Ok
Cancel

Fig. 57 – Creating a TM

General tab. If you enter the first letter of the target language in the **Source language** field, a list of all languages and versions that begin with that letter will be displayed. Select the source language of your choice. Then repeat for the target language in the **Target language** field. If a TM for this language pair already exists, enter a name in the **Assigned Name** field in order to be able to distinguish it. Finish by clicking **OK** or cancel the operation by clicking the **Cancel** button.

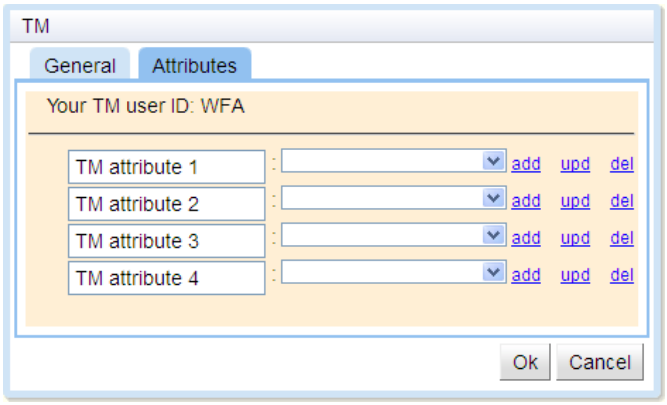


Fig. 58 – TM attributes

Attributes tab. You have the possibility to define attributes of your TM, which will allow you to subsequently identify its segments. There are five attributes in a Wordfast TM: the first is fixed and immutable, consisting of the name of the user. The other four can be defined by each user at will, but it is recommended to use attribute 1 to describe the subject of the text to be translated and attribute 2 for the client, to maintain compatibility with Wordfast Classic and Wordfast Pro users. Attributes consist of codes, usually 3 letters, followed by a brief description. In the fields referred to as **TM attribute 1** to **4,** enter the name of the attribute (subject, client, etc.). In the field on their right, select one of the attributes that appear on the drop-down list or, if necessary, click **add** to add an attribute, **upd** to update it or **del** to delete it. Whatever option is chosen, a dialog will appear asking for the code of the attribute (**ID**) and a brief description (**Name**, ignored for the Del option). Finish by clicking **OK** or cancel the operation by clicking the **Cancel** button.

ii. View the details of your TM: **Details** button.

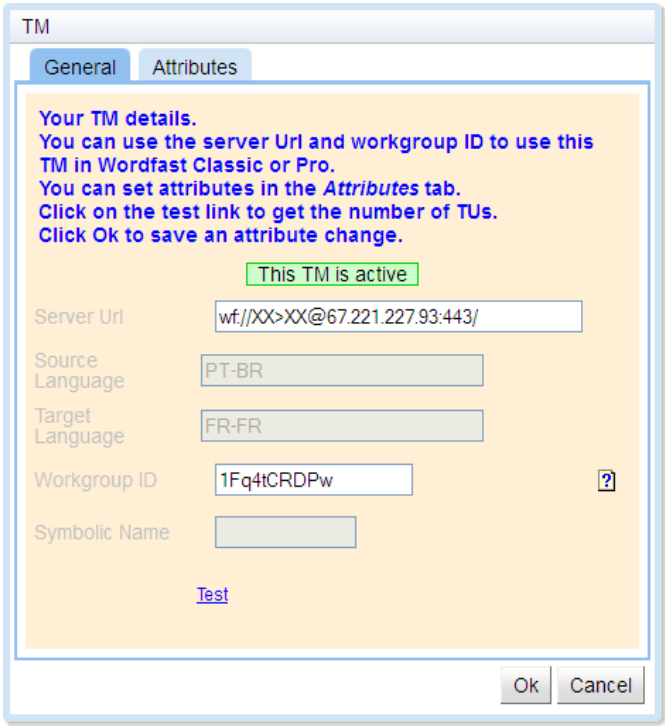


Fig. 59 – Details of the TM

The details displayed allow you to share your TM with Wordfast Classic (VLTM tab) or Wordfast Pro users.
In the **Server Url** field you will see the address of the TM you will need to provide these users with. There is also information concerning the source and target languages (**Source language** and **Target language**) and the name of the work group that has been assigned to you (Workgroup ID). These three pieces of information, the URL, the languages and the ID of your TM, must be provided to Wordfast Classic or Pro in order for them to be able to access the memory.
The name given to a memory with WFA (its **Assigned Name)**, which serves to partition a pair of languages, cannot be taken into account when sharing with Classic or Pro: all of the language pair will be shared and the WFA memory names will appear in the first attribute of a TU. Finally, by clicking on Test you can check if your TM is available. Finish by clicking **OK** or cancel the operation by clicking the **Cancel** button.

iii. Deleting the TM selected on the left: the **Remove** button.

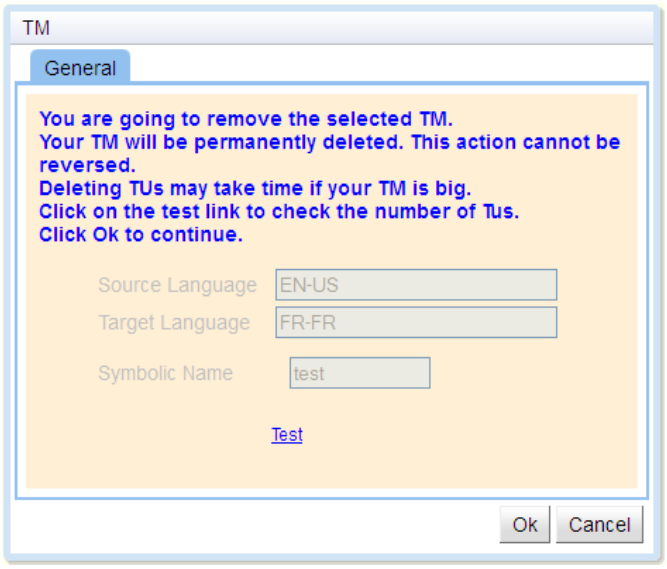


Fig. 60 – Deleting the TM

The only two possibilities are to confirm (**OK** button) or cancel (**Cancel** button). You can check if the language pair (**Source language** and **Target language** fields) and, if necessary, the (**Assigned Name**), are those of the TM to be deleted.

iv. Uploading a TM from your computer: the **Upload button**.

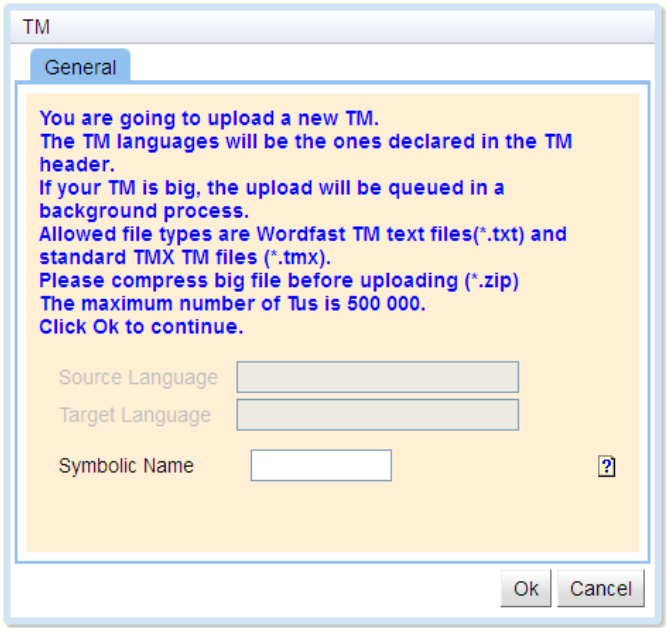
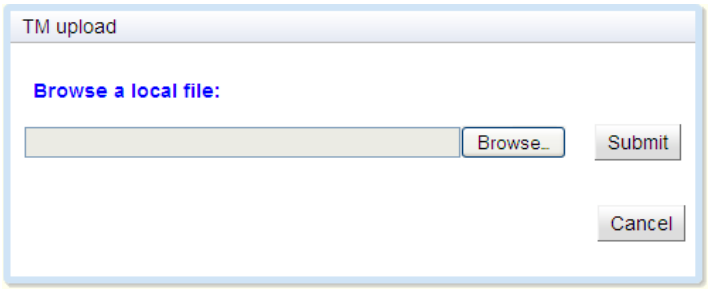

TM
General
You are going to upload a new TM.
The TM languages will be the ones declared in the TM header.
If your TM is big, the upload will be queued in a background process.
Allowed file types are Wordfast TM text files(*.txt) and standard TMX TM files (*.tmx).
Please compress big file before uploading (*.zip)
The maximum number of Tus is 500 000.
Click Ok to continue.
Source Language
Target Language
Symbolic Name
Ok
Cancel

Fig. 61 – Uploading a TM

The codes for source and target languages are already set in the header of the TM, so there is no need to specify them. However, if you already have a TM in the same pair, ensure that you enter an identifier of up to 10 characters in the **Assigned Name** field. It is recommended to compress the TM to be uploaded into a .zip archive. The TM itself may in Wordfast TXT format or TMX. The TM to be uploaded may not exceed 500,000 TUs. For large files, importing the

TM to the server happens automatically in the background and can continue even if you exit the application. Finally, click **OK** to continue, or on the **Cancel** button to cancel.
You will then need to browse your hard drive to select the file to download. Finally, click **Submit** to upload, or on the **Cancel** button to cancel.



v. Merging the existing TM with another one to be uploaded: the **Merge button**.

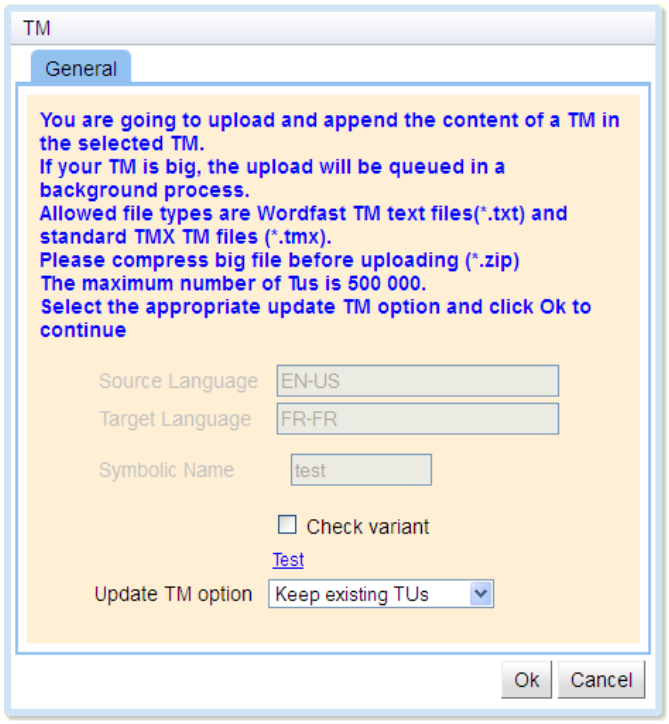
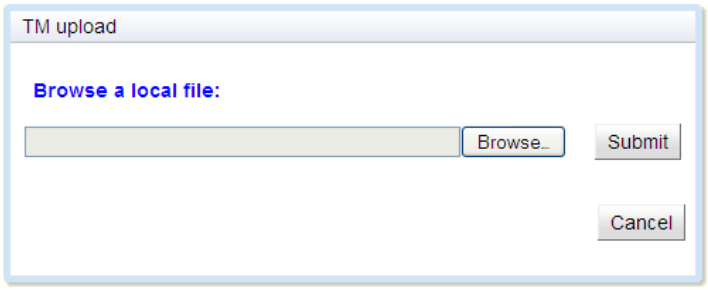

TM
General
You are going to upload and append the content of a TM in the selected TM.
If your TM is big, the upload will be queued in a background process.
Allowed file types are Wordfast TM text files(*.txt) and standard TMX TM files (*.tmx).
Please compress big file before uploading (*.zip)
The maximum number of Tus is 500 000.
Select the appropriate update TM option and click Ok to continue
Source Language
EN-US
Target Language
FR-FR
Symbolic Name
test
Check variant
Test
Update TM option
Keep existing TUs
Ok
Cancel

Fig. 62 – Merging a TM

To merge two TMs, you must first choose an existing TM from the list.
The codes for source and target languages and, where applicable, the Assigned Name of the existing TM you selected, will appear in grey. However you can have WFA take into account the variations corresponding to those of the existing TM by ticking the **Check variant** box. By selecting the relevant option from the **Update TM** drop-down list you may choose to add new TUs to the existing ones (**Keep Existing TUs**) or replace them (**Overwrite existing TUs**). It is recommended to compress the TM to be uploaded into a .zip archive. The TMs may be in Wordfast TXT or TMX format. The TM to be uploaded may not exceed 500,000 TUs. Finally, click **OK** to continue, or on the **Cancel** button to cancel.

You will then need to browse your hard drive to select the file to download. Finally, click **Submit** to upload, or on the **Cancel** button to cancel.



vi. Downloading the TM selected on the left: the **Download** button.

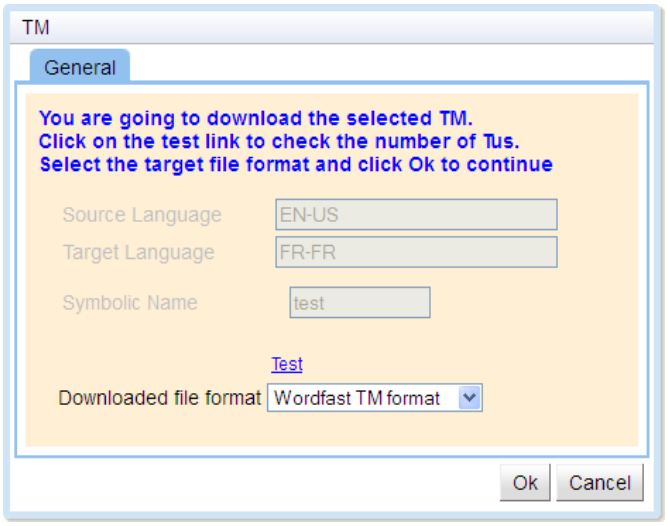


Fig. 63 – Downloading a TM

Before continuing, check whether the original and target languages (**Source Language** and **Target language**) and, where applicable, the Assigned Name (**Assigned Name**) are those of the TM to download. You can also click on **Test** to determine whether the TM is available and find out how many TUs are available to download. From the **Downloaded file format** drop-down list you can select either the Wordfast standard TXT format (**Wordfast TM format**) or TMX (**Standard TMX format**). Finally, click **OK** to continue, or on the **Cancel** button to cancel. Depending on your browser setup it will either save it or ask you to specify the location on your hard drive to which you want to download the TM.

Configuration of the glossary

Glossaries tab – In the selection area to the left you will see a list of existing WFA glossaries. If the glossary you require appears in the list, select it. Warning: the language pair of the glossary should correspond with the relevant TM. You also have the option to:

i. Create a new glossary: **New** button.

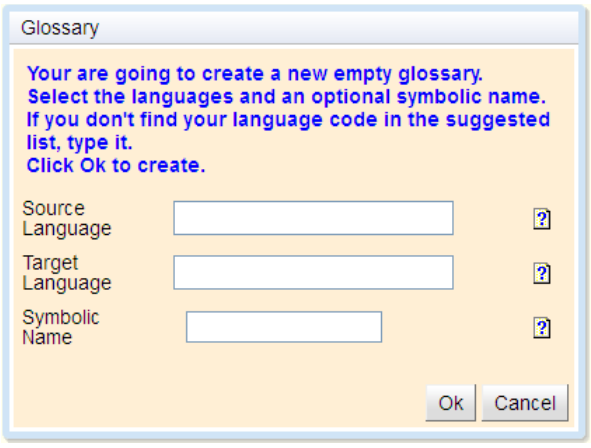
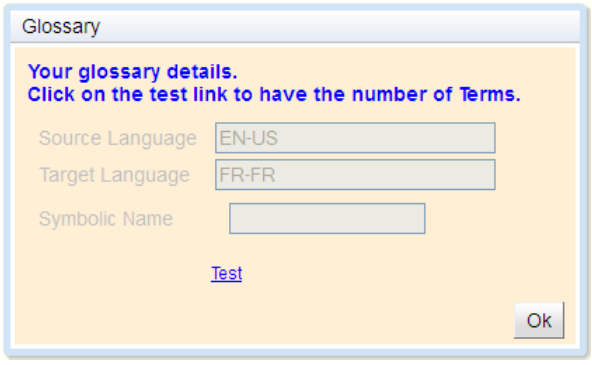

Glossary
Your are going to create a new empty glossary.
Select the languages and an optional symbolic name.
If you don't find your language code in the suggested list, type it.
Click Ok to create.
Source Language
Target Language
Symbolic Name
Ok
Cancel

Fig. 64 – Creating a glossary

If you enter the first letter of the source language in the **Source language field**, a list of all languages and versions that begin with that letter will be displayed. Select the source language of your choice. Then repeat for the target language in the **Target language** field. If a glossary for this language pair already exists, enter a name in the **Assigned Name** field in order to be able to distinguish it. Finish by clicking **OK** or cancel the operation by clicking the **Cancel** button.

ii. Disconnecting the glossary
If you do not want to use the glossary for the duration of this session, click **Turn off**. The **No glossary** message will be displayed at the bottom of the window.

iii. View the details of your glossary: **Details** button.



You will see the source and target language codes displayed, as well as the glossary's identifier. By clicking on the **Test** link, the glossary will be verified and you will see how many words it contains.

iv. Deleting the glossary selected on the left: the **Remove** button.

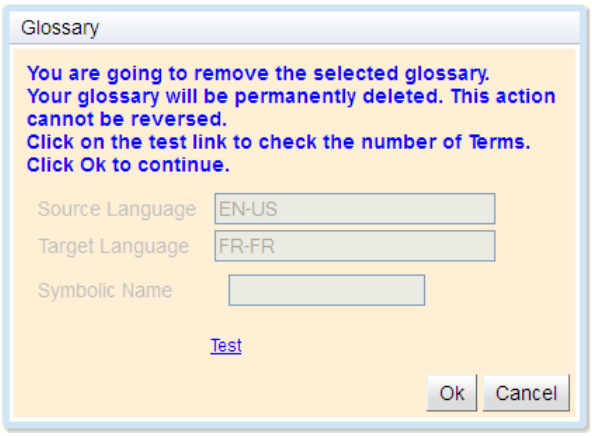


Fig. 65 – Details of the glossary

The only two possibilities are to confirm (**OK** button) or cancel (**Cancel** button). You can check if the language pair (**Source language** and **Target language** fields) and, if necessary, the (**Assigned Name**) identifier are those of the TM to be deleted by clicking on the **Test** link.

v. Uploading a glossary from your computer: the **Upload** button.

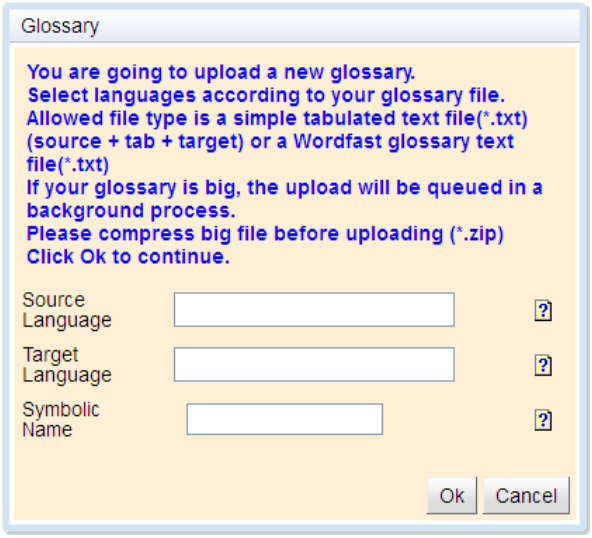
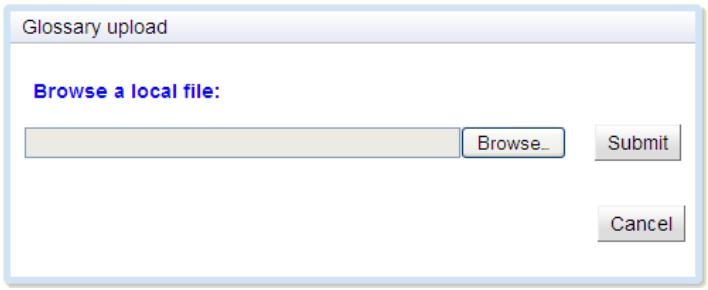

Glossary
You are going to upload a new glossary.
Select languages according to your glossary file.
Allowed file type is a simple tabulated text file(*.txt) (source + tab + target) or a Wordfast glossary text file(*.txt)
If your glossary is big, the upload will be queued in a background process.
Please compress big file before uploading (*.zip)
Click Ok to continue.
Source Language
Target Language
Symbolic Name
Ok
Cancel

Fig. 66 – Uploading a glossary.

Unlike a TM, the source and target language codes are not written in a glossary's header, so you have to specify them. However, if you already have a glossary in the same pair, ensure that you enter an identifier of up to 10 characters in the **Assigned Name** field. It is recommended to compress the glossary to be uploaded into a Zip archive. Glossaries can be in Wordfast TXT format or plain text format (each line containing the original term followed by the translated term, separated by a tab). Finally, click **OK** to continue, or on the **Cancel** button to cancel.
You will then need to browse your hard drive to select the file to upload. Finally, click **Submit** to upload, or on the **Cancel** button to cancel.



vi. Merging the existing glossary with another one to be uploaded: the **Merge button**.

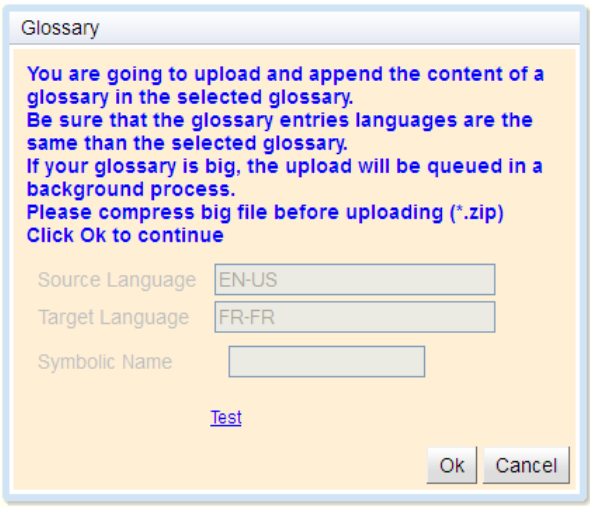
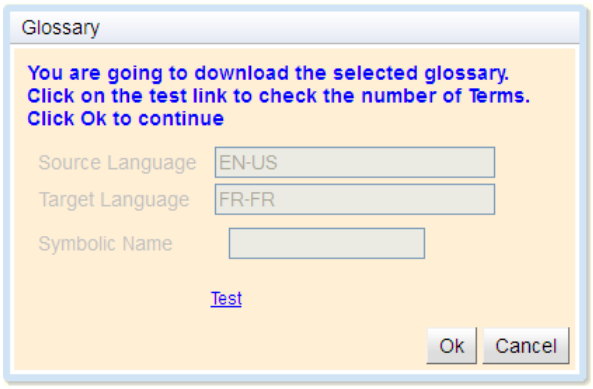

Glossary
You are going to upload and append the content of a glossary in the selected glossary.
Be sure that the glossary entries languages are the same than the selected glossary.
If your glossary is big, the upload will be queued in a background process.
Please compress big file before uploading (*.zip)
Click Ok to continue
Source Language
EN-US
Target Language
FR-FR
Symbolic Name
Test
Ok
Cancel

Fig. 67 – Merging glossaries

To merge one glossary with another, you must first choose an existing glossary from the list.
The codes for source and target languages and, where applicable, the Assigned Name of the glossary to be uploaded, will be those of the existing glossary.
Make sure that the glossary to upload corresponds to the existing one because there is no control possible over languages for glossaries and it is possible to inadvertently mix them. It is recommended to compress the glossary to be uploaded into a Zip archive. Glossaries can be in Wordfast TXT format or plain text format (each line containing the original term followed by the translated term, separated by a tab). Finally, click **OK** to continue, or on the **Cancel** button to cancel.
You will then need to browse your hard drive to select the file to upload. Finally, click **Submit** to upload, or on the **Cancel** button to cancel.

vii. Downloading the glossary selected on the left: the **Download** button.



Before continuing, check whether the original and target languages (**Source Language** and **Target language**) and, where applicable, the Assigned Name (**Assigned Name**) are those of the glossary to download. You can also click on **Test** to determine whether the glossary is available and find out how many terms are available to download. Finally, click **OK** to continue, or on the **Cancel** button to cancel. Your browser will ask you to indicate where you want to download the glossary to on your hard drive.

Sharing your TM and glossary

You can allow other users to share your TM as well as your glossary: to do this, click on the **Share/Revoke** button. At that time you will receive the following:

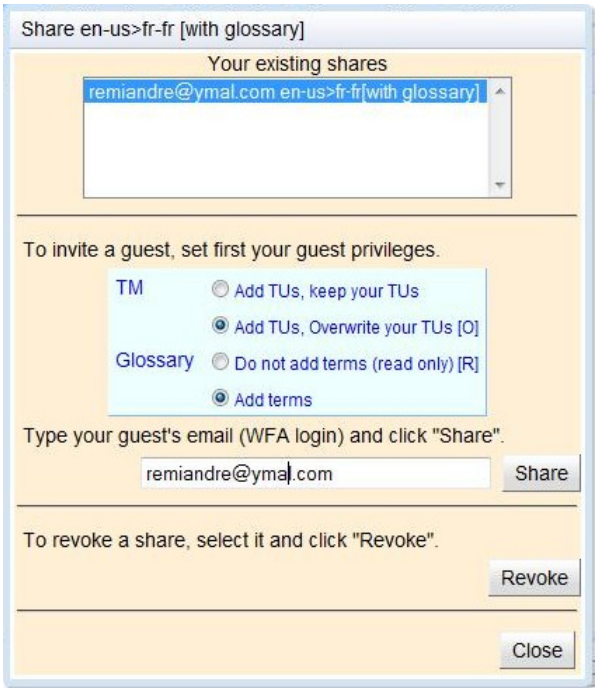


Fig. 68 – Sharing TM and glossary

If you have already enabled the sharing of your TM and your glossary with other users, they will be displayed in the **Your existing shares** field. You can revoke sharing with any of these users. To do this, select the user in question and click

Revoke. Repeat for each user whose sharing permission you want to revoke. To enabling sharing for another user, first define privileges in the block labelled **To invite a guest, set first your guest privileges**.
For the TM: if you do not want your guest to delete your TUs from a segment having an identical source, choose **Add TUs, keep your TUs**; this choice has the disadvantage of creating duplicates for the same source segment. By contrast, to avoid duplications, and if you trust your guest, choose **Add TUs, Overwrite your TUs [O]**.
For the glossary**:** if you allow your guest to add his terms to yours, choose **Add terms**, otherwise choose **Do not add terms (read only) [R]** to keep the glossary in read only mode.
Then type the email address with which he has registered on WFA in the **Type your guest's email (WFA login) and click "Share"** field and click **Share**. Finish the operation by clicking **Close**.

Using a shared TM and glossary

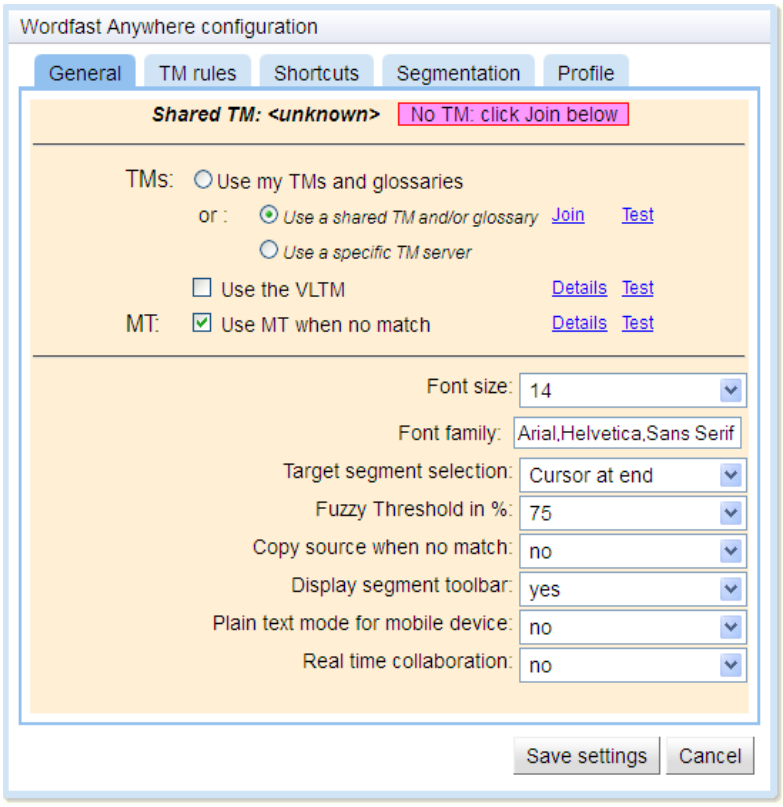
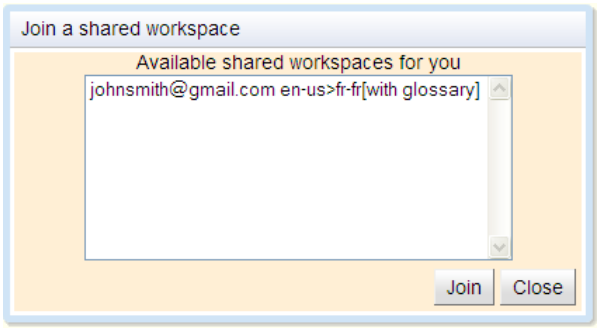


Fig. 69 – Using a shared TM and glossary

Instead of using your own TM, you can use one that another user is sharing with you, with or without a glossary. To do this, check **Use a shared TM and glossary**. Then click on **Join**.



A list of colleagues, who are sharing their TM with you, as well as possibly their glossary, is displayed. Select the email address of the colleague of your choice and click **Join**. The information in the TM (and glossary) will be displayed at the top of the window, together with the owner's email address. By clicking on the **Test** link the TM and glossary will be verified and the number of TUs and glossary terms will be displayed.

If you own your own TM server (Wordfast Server), or if you requested the use of a specific TM server, you can configure this TM specific server. To do this, check **Use a specific TM server**. The owner of the server will provide the instructions for completing this dialog.

VLTM

WFA has access to the public TM server, which consists of segments offered by the community of translators and is available to all under the name VLTM (Very Large Translation Memory). The TM is unrestricted, free of charge and anonymous. To help you translate your segment you can receive suggestions from your TM, machine translation (MT, see below) and the VLTM. To enable the VLTM, check the **Use VLTM** and click **Details** for other options.

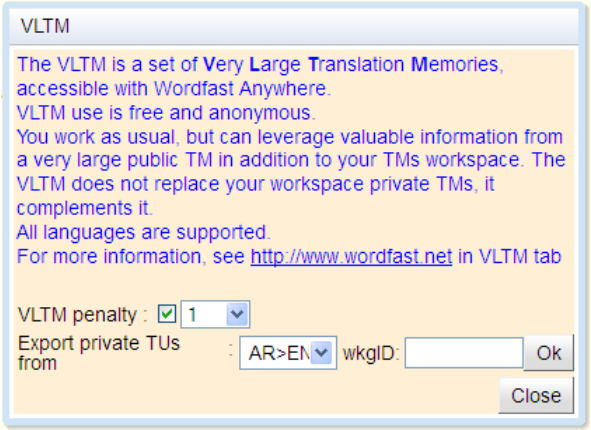

VLTM
The VLTM is a set of Very Large Translation Memories, accessible with Wordfast Anywhere.
VLTM use is free and anonymous.
You work as usual, but can leverage valuable information from a very large public TM in addition to your TMs workspace. The VLTM does not replace your workspace private TMs, it complements it.
All languages are supported.
For more information, see http://www.wordfast.net in VLTM tab
VLTM penalty :
1
Export private TUs from
AR>EN
wkgID:
Ok
Close

Fig. 70 – VLTM

To specify a penalty (see below, under the **TM rules** tab), check VLTM penalty. The penalty chosen, from 1 to 5, is specified from the drop-down menu on the right. **Export private TUs** is a temporary option, reserved for recovery procedures.

Machine translation

WFA gives you the ability to translate each segment by online translation services like *Google Translate* and *Microsoft Translator*. The translations proposed are not ever likely to be fully acceptable. However, by making a few small adjustments, you will be able to use them extensively in your translations.

Caution: when using this service, the source segments that will return a translation are transmitted to Google and Microsoft. It is up to you whether or not to accept these translations; these companies are not made aware of your choice. However, be aware that sending the segments to Google and Microsoft may raise privacy issues between you and your customers.

To activate this service, select **Use MT when no match**. The suggestions are only made if no match is found in your TM or, if you use it, the VLTM. By clicking on the **Details** link you will be able to check the tags **Remove tags before sending to MT**. Tags are internal formatting codes that can interfere with machine translation.

Other configuration settings

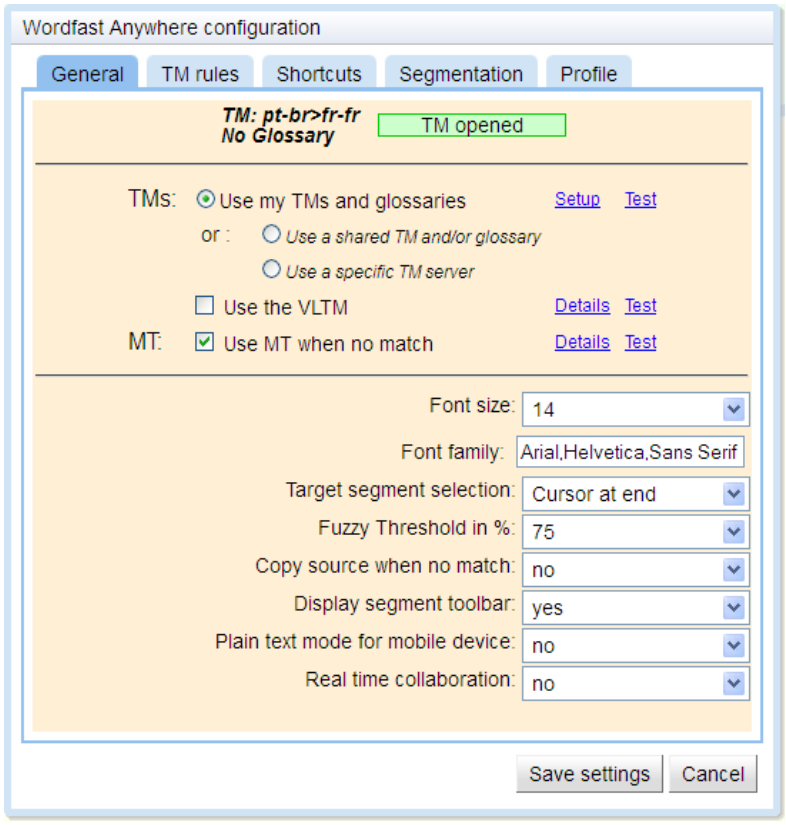


Fig. 71 – Other configuration settings

Font Size: this setting only affects the font size on the screen, your document will keep all its original layout unchanged. The available sizes are selected from the drop-down list.

Font Family: this setting only affects the fonts displayed on the screen, your

document will keep its entire original layout unchanged. You can specify a specific font or a font family, for example *Arial, Helvetica, Sans Serif* (sans serif font, default) or *Times New Roman, Times, Serif* (seriffed font).

Target segment selection: positions the mouse pointer at the opening of the segment, with or without selection.

1. *Cursor at start* – no text selected, cursor positioned at the beginning of the segment.
2. *Cursor at end* – no text selected, cursor positioned at the end of the segment. This is the default setting.
3. *Segment selected* – The target segment is entirely selected.

Fuzzy Threshold in %: percentage of similarity required for a TU contained in the TM to be suggested as a translation of the source segment. If several TUs meet this criterion, the TU with the highest percentage will be offered. In this case you can select the subsequent TUs with the ' (Alt + Right) and ' (Alt + Left) icons. The default percentage (75%) is recommended for most translations, but in some cases it may be appropriate to change it. For example, if you are translating short segments containing only 3 words, a fuzzy threshold of 75% will only offer those TUs which are identical (100%) and those where two words are identical, i.e. 66%, will never be proposed.

Copy source when no match: if no TU is proposed by the TM and if machine translation is not enabled, WFA will open an empty segment for you to type the translation in. However, by modifying this setting (**yes** instead of **no**) WFA will copy the source segment.

Display segment toolbar: Displays a toolbar specific to the editing of an open segment. By default this toolbar is displayed (**yes**) but you can hide it by choosing **no.**

Plain text mode for mobile device: To use WFA on mobile devices that do not have all the editing capabilities of a computer browser, it is necessary to use a cut down editing mode containing only text. In this mode, the tags lose their colour and are just text with no way of knowing what they represent.

Real time collaboration: If you share the same memory as another user and wish to receive proposals from this memory in real time (that has just been validated by other colleagues), activate this option, which negates the need for pre-emptive research and the use of a data buffer. In this case, the search for the next segment is made when you commit the current segment. This option has the disadvantage of delaying the opening of the segment as it waits for all searches to be completed. It is not advisable to use the VLTM in this case.

TM rules tab

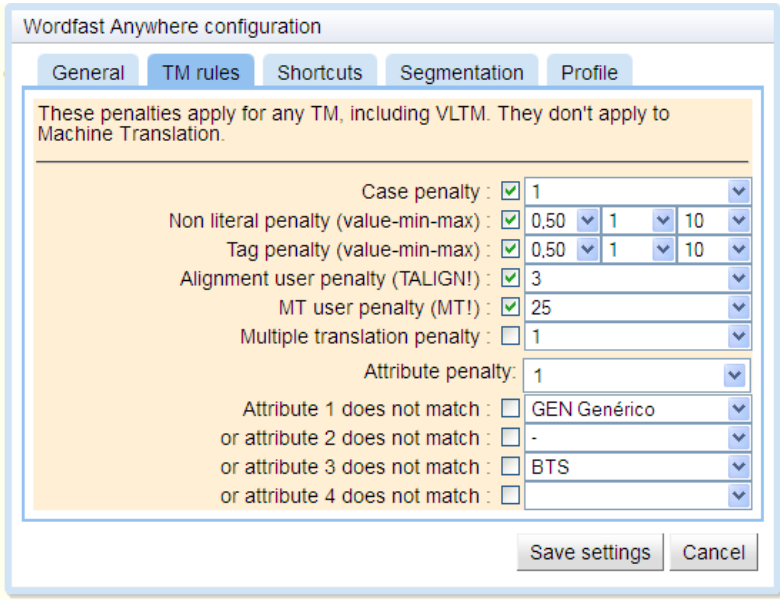


Fig. 72 – TM penalty rules

Here you have the opportunity to establish penalties to be taken into account when calculating the similarity between the TM and the segment to be translated. In other words, the percentage of similarity is reduced, where applicable, according to the figure indicated for each of the following rules. Some rules allow fractional reductions, but this only applies to the calculation: the final reduction will be the sum of all penalties rounded to the nearest whole number. If the percentage of similarity to the TU, reduced to the sum of the penalties, is less than the specified *Fuzzy Threshold* percentage, it will not be proposed.

Penalties for the following rules are activated only if the box on their right is checked. They apply only to the TUs proposed by the TM or VLTM, not from machine translation, which has its own non-modifiable penalty.

Case penalty:: if there is a difference in case (upper and lower case) between the TU and the segment to be translated, WFA can ignore this and show 100% similarity. But you can assign a penalty of between 1 and 5 points for the difference in case. This rule is selected by default with a penalty of 1.

Non literal penalty:: this penalty detects differences due to special characters such as dashes, quotation marks, apostrophes, punctuation and whitespace characters (non-breaking space, horizontal and vertical tabs, ...). There exist several codes for representing each of these special characters. WFA can ignore these and show 100% similarity; otherwise a penalty is calculated using the following method: every time a difference is encountered, it adds the value of the first parameter (0.25, 0.50 or 0.75), which by default is 0.50. The second parameter sets out what the minimum value of the penalty is (default is 1). Since the penalty is necessarily an integer, if the value of the penalty is 0.25 and there is only one in the segment to be translated, the minimum is not reached. Finally, the third parameter sets the maximum penalty to be assigned, even if the addition of all the differences of this rule exceeds that figure (10 by default). This rule is selected by default with a minimum of 1 and a maximum of 10.

Tag penalty: this rule works exactly the same way as the previous one, but applied to

the tags (markers that represent the bits of code used to format the document **<1>**). This rule is selected by default with a minimum of 1 and a maximum of 10.

Alignment user penalty: the TUs found in a memory imported into WFA produced by an alignment tool and having the identifier "TALIGN!" may be assigned a penalty from 1 to 10. This rule is selected by default with a penalty of 3. Please note, TUs from an alignment may not have the "TALIGN!" identifier.

MT user penalty: the TUs found in a memory imported into WFA produced by machine translation and having the identifier "MT!" may be penalised from 1 to 10. This rule is selected by default with a penalty of 25. Please note, TUs from a machine translation may not have the "MT!" identifier.

Multiple translation penalty: In the case of a source segment with multiple 100% matches, i.e. several TUs having the same source segment but different translated segments, a penalty may be applied to warn of a possible choice between translations. This scenario is rare and no penalty is assigned by default.

Attribute penalty: attributes are identifiers that are associated with a particular TU at the time that it is recorded in the memory. There are five possible attributes: the first is fixed (it identifies the user who posted the TU), while the other four can be user defined. In general, translators use attribute no. 1 to define the subject of the text to be translated and the attribute no. 2 to define the client who owns the text. The other two attributes are free to be used for anything else. For example, if the proposed TU is from a text whose subject is "electronics", it will be penalised if the subject of the text to be translated is "medicine." In other words if the TU is 100% identical to the segment to be translated, it will be displayed with a percentage similarity of 98% if the penalty applied is 2 points.

The penalty can be a number from 1 to 5, valid for the four attributes. By default this rule is not active.

If you use a TM uploaded from Wordfast Classic or Pro, the existing attributes of the TU may be penalised.

Shortcuts tab

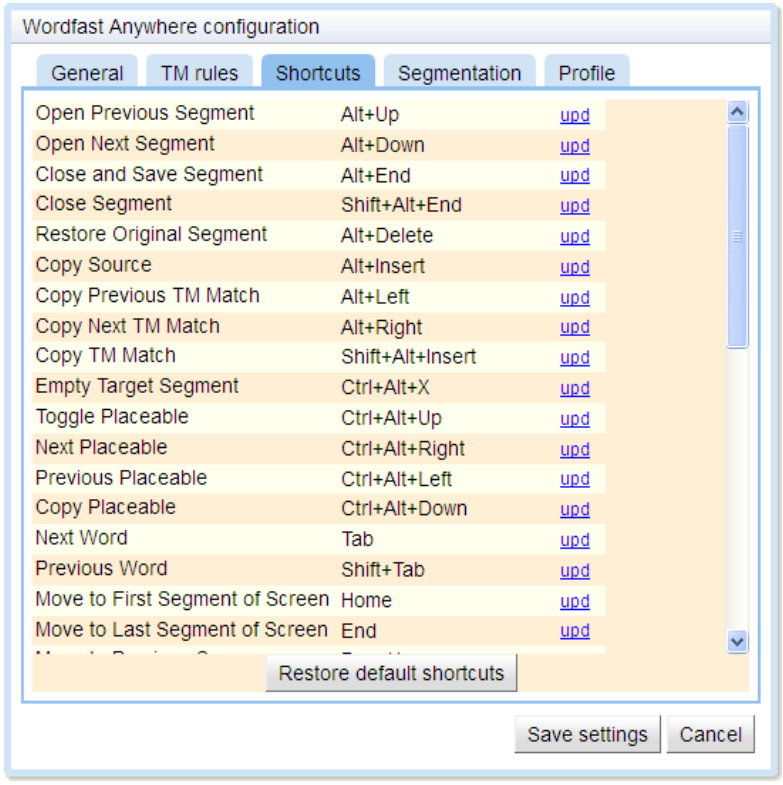
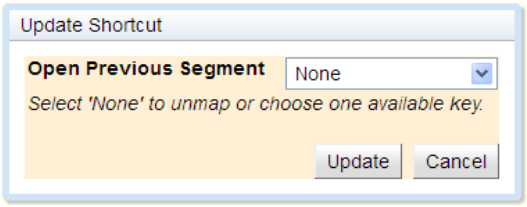


Fig. 73 – Configuration of shortcuts

WFA shortcuts are not immutable. If some of them do not suit you, you can reassign them. To do this, click on the **upd** link of the shortcut you wish to change.



In this example, corresponding to the first shortcut, you see the name of the command and a drop-down list. Choose **None** if you want to remove the shortcut or choose another from the list. Then click **Update** to confirm or **Cancel** to dismiss the dialog. Repeat for all the shortcuts that you want to change. The new keyboard shortcuts will be displayed.

The last four commands have no shortcuts; however, you can assign shortcuts to them if you wish.

If after modifying several shortcuts you want to return them to their original state, click **Restore default shortcuts**.

Finally, click **Save settings** to confirm any changes or **Cancel** to dismiss the dialog.

Segmentation tab

This tab defines the rules for segmentation.

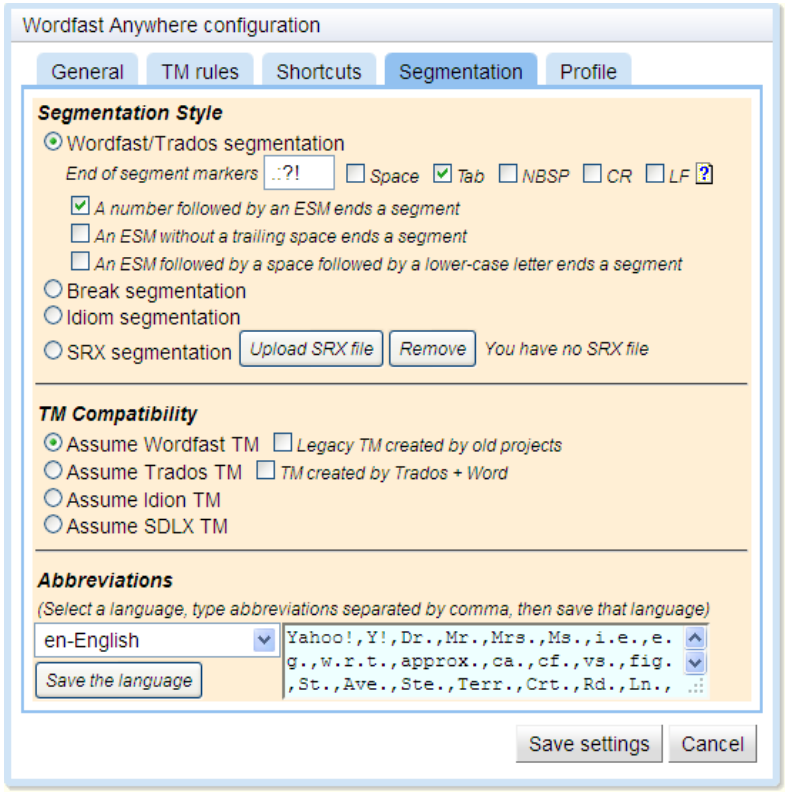


Fig. 74 - Segmentation rules

Segmentation style — this block determines how the segmentation will be performed. If you choose **Wordfast /Trados segmentation** (default) the standard end-of-segment markers are defined as follows: full stop, colon, question mark, exclamation mark and tab (**Tab**). You can add other characters as well as space (**Space**), non-breaking space (**NBSP**), carriage return (**CR**) and line feed (**LF**). You can add as markers: a number followed by an end of segment marker (**A number Followed by ESM year ends a segment** – default), an end of segment marker not followed by a space (**An ESM without a trailing space ends a segment**) and an end of segment marker followed by a space followed by a lowercase letter (**An ESM followed by a space followed by a lower-case letter ends a segment**). Although you can change these markers, it is recommended to maintain them in such manner that if you share your translations and your memories with other translators, all will follow the same rule.

Attention: segmentation is performed at the time of uploading the document to WFA. You cannot therefore change the rules applying to that document during the course of its translation.

The other segmentation rules that you can choose are:

Break segmentation - segmentation is done according to the end of paragraph character (carriage return) or the **
** tag for HTML files.

Idiom segmentation – segmentation follows the rules of the software program Idiom.

SRX segmentation – the segmentation is done by using a previously uploaded file. It follows the rules of the SRX standard, which has become a standard like TMX for formatting memories and TBX for formatting glossaries. In the case of SRX segmentation, abbreviations

are also included.

TM compatibility – You must ensure the compatibility according to the memory you have uploaded or the subsequent use of your documents. By default, WFA's memory is compatible with that of Wordfast Classic and Pro (**Assume Wordfast TM**). If this is your choice, you can also specify if you have old projects made with Wordfast Classic or Pro (check **Legacy TM created by old projects**). You can also establish that the memory was created by Trados (**Assume Trados TM**), even adding that it was created by Trados and Word (**TM created by Trados + Word**); by Idiom (**Assume Idiom TM**) or by SDLX (**Assume SDLX TM**).

Abbreviations – Abbreviations end with a full stop, which WFA then interprets as an end of segment marker. To avoid this, WFA allows you to create and manage a list of abbreviations. While WFA already has lists for some languages, others are empty – the user must provide the necessary information. The abbreviations are entered into the text box, one after another, without spaces and separated by a comma. Once updated, save your list by clicking on **Save the language**. Repeat for each language that you translate.

Finally, click **Save settings** to confirm any changes or **Cancel** to dismiss the dialog.

Profile tab

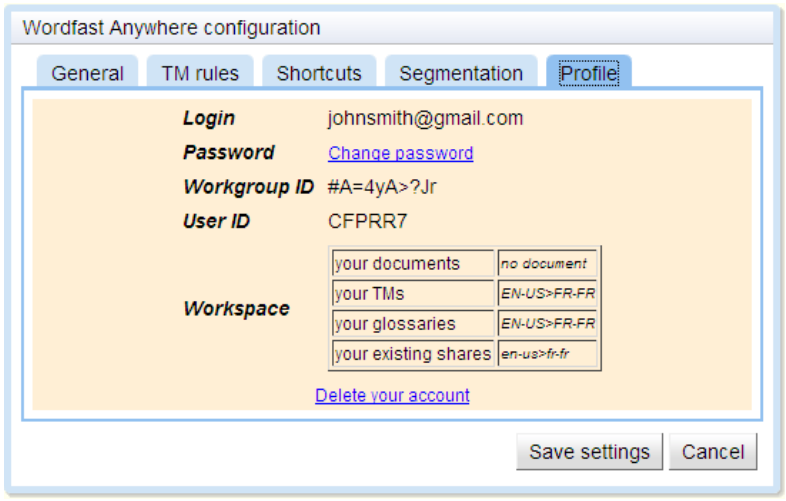


Fig. 75 – User Profile

This tab displays a summary of your workspace. You will see your identification (**Login**), your password (**Password**) that you can change by clicking the **Change password** link, your workgroup (**Workgroup ID** - identifies your TM) and your username (**User ID** – this identifies the TUs you produce) and the documents, TM, glossaries and shares you have at your disposal in your workspace.

You can also remove your account by clicking on the **Delete your account** link.

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